Government of Canada Gouvernement du Canada

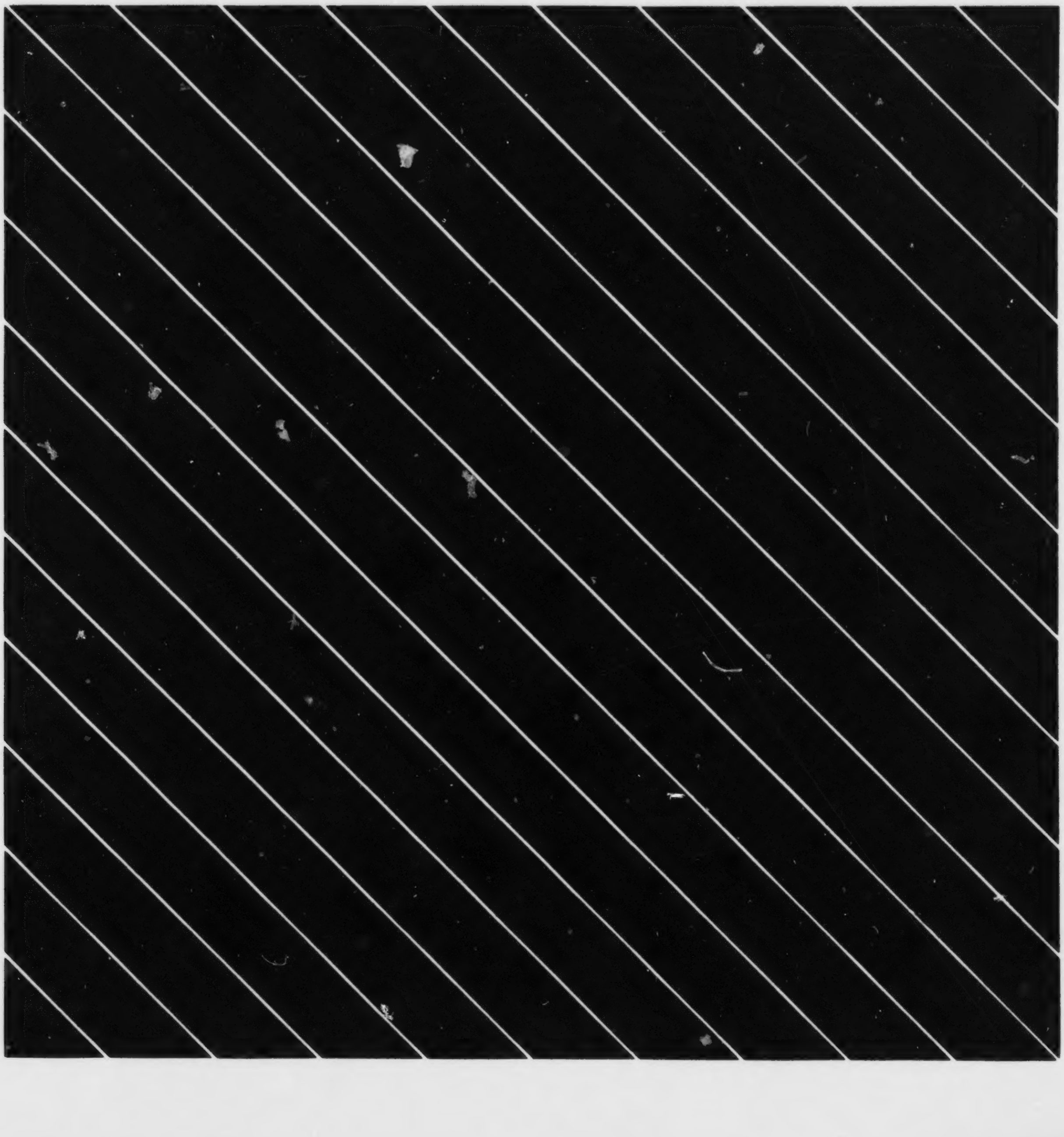
Privacy Act

Personal Information
Index 1986

Canada

Personal Information

Index 1986



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Introduction

The Index of Personal Information – what it is

The Index of Personal Information, hereafter referred to as the Index, is an annual publication of the federal government. Required under the Privacy Act, the Index provides a current description of personal information held by those federal government departments, agencies and Crown corporations which are affected by the Act. This information is collected through government programs, including such well-known programs as the Census and the Family Allowance Program.

The Index – a tool

The Privacy Index is designed to help members of the public exercise their rights — provided them under the Privacy Act — to access information about themselves. The Personal Information Request Form should be used for formal requests for information. Copies are included in the yellow display box with the Index.

Government institutions may give you access to the information held in their files without a formal request under the Privacy Act. You may wish to request the information informally by telephoning or writing to the appropriate institution before you make a formal request. Addresses and phone numbers of appropriate resource people in each institution are contained in this Index.

You might, in fact, be looking for information of a non-personal nature held by federal institutions. In that case, you should make a request under the Access to Information Act, using the Access Register available at the same places as the Index of Personal Information.

The Privacy Act

Passed by Parliament in 1983, the Privacy Act provides all Canadian citizens, permanent residents of Canada, and inmates of federal penitentiaries, rights concerning the personal information held about them by government institutions. These include the right to:

- access information held about them by the federal government;
- request corrections to personal information held by the federal government;
- have personal information protected from disclosure except in specific circumstances; and
- be informed about the collection and use of such personal information.

Personal Information Under the Act

The federal government collects information from and about individuals on a wide variety of subjects in order to carry out its programs and activities. While much of this is available for review, some personal information cannot be released to the public under the Privacy Act. Such exemptions include information which is injurious to defence, international relations and law enforcement, and material which might affect the safety of another individual.

Generally, information about a person cannot be disclosed to any other party without that person's consent. There are some exceptions, however, which are listed at the end of this introduction.

Using the Index

Once you're familiar with the organization of the Index it's easy to use. Before you start, it's worth spending a few minutes reading the key terms you will come across, the description of the major sections of the Index, along with the step-by-step approach.

A. Important Terms to Understand Before You Use the Index

Chapter

Section IV of this Index is composed of over 100 chapters, one for each of the institutions which falls under the Privacy Act. While chapters vary slightly in their precise organization and content, the basic format is the same. It is presented in "B. Organization of the Index".

Class of Personal Information

A Class of Personal Information is a grouping of similar types of information that is not consistently used for any administrative or other purpose which would affect individuals. Information in a Class of Personal Information might include unsolicited correspondence or complaints concerning broad subject matters.

Personal Information Bank

A Personal Information Bank (PIB) is a grouping of similar types of information that is used for consistent purposes. Each PIB is labelled with a personal identifier. While there is not a physical "bank" or file where the information is stored, the term "bank" is used to symbolize the fact that the information within it is of a similar nature. Each "bank" is identified by either a title, and/or a number (the Personal Information Bank number).

There are several categories of Personal Information Banks. The two major ones are:

- Personal Information Banks — General Public
- Personal Information Banks — Federal Employees

Personal Information Banks — General Public
These PIBs contain personal information about members of the general public. They are identified by name and by a PIB number. As described earlier, personal information held by an institution covers many areas, ranging from information collected through surveys (e.g. the Census) to letters of enquiry about specific federal programs.

There are two basic types of PIBs containing information about the general public — "registered" and "unregistered" — and the distinction between the two is important.

- **Registered Banks** — those which have met all the reporting requirements under the Privacy Act and have consequently been assigned a Treasury Board Registration Number. Registered Banks are easily recognized by a registration number, which appears at the end of the description of the PIB.
- **Unregistered Banks** — those which have not yet met all the reporting requirements specified in the Privacy Act, and have not been assigned a Treasury Board Registration Number. These PIBs are easily recognized by the lack of a Treasury Board Registration Number at the end of the description of the PIB. Descriptions of unregistered banks are generally less complete than those of registered banks.

Personal Information Banks — Federal Employees
These PIBs contain information about current and former employees of the federal government, including information about regular and reserve members of the Canadian Forces, RCMP and incumbents of Governor-in-Council positions.

The three types of federal employee PIBs are:

- **Standard Banks** — those containing standard information which all federal institutions maintain on their employees. Banks may be registered or unregistered, and are easily identified by the letters SE and a number in the 900s, both of which appear in the PIB's identification number.
- **Central Banks** — those containing information about employees in all or several institutions maintained by some departments, agencies and Crown corporations, including: the Privy Council Office; the Public Service Commission; Treasury Board; the Department of Consumer and Corporate Affairs; and the Department of Health and Welfare. Central Banks are easily identified by the letters CE and a number in the 700s, both of which appear in the PIB's identification number.
- **Particular Banks** — those containing information on employees of an institution over and above that maintained in Standard Banks. Particular banks are easily identified by the letters PE and a number in the 800s, both of which appear in the PIB's identification number.

Deleted Personal Information Banks
From time to time, Personal Information Banks (PIBs) are no longer relevant and the information contained in them is destroyed, or moved to a different PIB. These "Deleted Personal Information Banks", are listed at the end of each institutional chapter, by name and identification number. In such cases, the relevant PIB is listed beside each deleted PIB.

Privacy Coordinator

A person in each federal institution covered by the Privacy Act is designated the Privacy Coordinator for that institution. Requests for information under the Privacy Act must be made to the Privacy Coordinator in the appropriate institution. This person is also available to answer questions concerning your application or the information you want to see. The address and telephone number for each Privacy Coordinator is located under the heading, "Access Procedures", in each chapter of the Index.

B. Organization of the Index

The Index is organized into five (5) major sections, each of which is briefly described below.

I Introduction

These introductory pages are designed to help new users get the most out of the Index. Relevant background information concerning the Privacy Act, and additional sources of help are also included here.

II Federal Employee Information Banks — Standard Descriptions

This section contains descriptions of standard information held about government employees along with procedures on how to access the information.

III Subject Index

The Subject Index consists of the bright yellow pages located near the beginning of the Index. Organized into both general and specific subjects, the Subject Index is an important tool for the Index user.

Beside each key word in the Subject Index is a number — the Personal Information Bank (PIB) number. This identifier helps you locate the PIB(s) which relate to each key word in the Subject Index. At the end of the Subject Index is a list of the unique institutional identifiers for all institutions included in the Index.

IV Personal Information Banks — by Department, Agency or Crown corporation

This is by far the largest section of the Index, containing more than 100 chapters. There is one chapter for each government institution affected by the Privacy Act. The chapters are organized alphabetically. Each contains the following information:

- background information which briefly describes the institution;
- access procedures which tell the readers where their formal requests for information should be sent;
- a listing and descriptions of the personal information held by the institution, including those for the general public and for federal employees.

At the end of some chapters is a list of "Deleted Personal Information Banks", including, if relevant, a brief explanation of where the information in the deleted banks is now located.

V Cross-Reference Index of New and Former Identifiers

At the end of the Index is a cross-reference index that links he current identifiers with those used in 1985. Only those identifiers that have changed since 1985 appear in the cross-reference index.

C. Getting the Most Out of the Index: A Step-by-Step Approach

The following is intended to help those who are unfamiliar with the Index to learn to use it quickly and effectively. It may also be useful as a "refresher" for those who use the Index only occasionally.

To illustrate the process, an example is followed through from beginning to end of this seven-stage process.

The Example

You are interested in knowing what information was collected and stored about you in the 1981 Census. You turn to the Index of Personal Information for help.

1. Prepare Yourself

If you think the information you want might be published and available through a bookstore, library or other public institution, you might consider writing to or telephoning the Privacy Coordinator of the relevant institution to enquire about this possibility before you make a formal request using the Index.

Once you decide to use the Index you will need the Personal Information Request Form, located in the yellow display box with this Index.

2. Identify the Appropriate Department/Agency/Crown corporation

If you already know which institution holds the information you want to see, proceed to Stage 3.

If you don't know which institution holds the information you want, you should use the Subject Index. The Subject Index contains key words which relate to a wide variety of subject matter found in the various personal information banks held by government institutions. It's easily recognized by the bright yellow colour of its pages.

The Example

. . . when you look up "Census" in the Subject Index you will see that there are three (3) key words related to it. Beside each key word is a Personal Information Bank Number (PIB number) which will lead you to the description of that PIB.

3. Note the PIB Number(s) You Want to Investigate

In the Subject Index, a PIB number is displayed beside each word. If you plan to investigate more than one key word and related PIB number, it's worth jotting them down on a piece of paper before you begin investigating.

The Example

. . . of the three key words listed under "Census", it appears that there is only one that contains the information you want:

Population, microfilmed records on	**STC/P-PU-005**

4. Locate the Appropriate Chapter

As described earlier, the first three letters of the PIB number identify the federal institution that holds the information. If you can't tell from this three-letter identifier which institution it is, refer to the Listing of Unique Institutional Identifiers, located at the end of the Subject Index. This listing will tell you the name of the institution. At the beginning of Section IV, "Personal Information Banks by Department, Agency or Crown corporation", a chapter number is listed beside each institution's proper name.

The Example

. . . when you look in the Listing of Unique Institutional Identifiers for "STC" (the three-letter identifier for the key word you have chosen), you will find:

STC	**Statistics Canada**

. . . when you look in the Chapter Index at the beginning of Section IV for Statistics Canada, you will find:

Departments, Agencies, Crown corporations	I.D.	Chapter
Statistics Canada	STC	93

5. Find and Examine the Personal Information Bank Description

Once you have identified the chapter you require, turn to it to locate the description of Personal Information Banks held by that institution. Each chapter has its own internal page numbering system.

The Example

. . . turn to Chapter 93, Statistics Canada. Look for the PIB number under the heading "General Public" (you know it's a general public bank because of the "PU" found in the PIB number).

You will see that STC/P-PU-005 is the first PIB in that section, and that, according to the description, it contains the information you want.

6. Complete the Personal Information Request Form

The Personal Information Request Forms are located with the Index in the yellow display box. Follow the instructions on that form when making a formal request for access to personal information. If you are, or have been, a federal employee and wish to consult your records, you may contact the headquarters of the institution you worked for, or one of its personnel agents in your region. However, if you want to request information under the Act, you must fill out a Personal Information Request Form.

The Example

. . . a sample of a completed form for the example we have followed appears at the end of the Introduction.

7. Send Your Request to the Appropriate Privacy Coordinator

There is no charge for any work required to research and process your requests. The mailing address and any specific requirements for accessing personal information from a specific government institution is located near the beginning of each chapter.

Once You Have Made a Request

Under the Act, you should be contacted about your request within 30 days of it being received by the Privacy Coordinator.

You may receive one of two responses:

a) your request is being processed; or

b) your request has been denied, for one of two reasons:

- the information you requested doesn't exist; or
- the information you requested is exempt from the Privacy Act. In this case you may wish to take further action. Refer to the complaint procedure outlined below.

If You Want to Change Your Record(s)

Personal information held on government files can be corrected if it contains errors or omissions. Requests for such changes may be refused by the institution which holds the records. In this case, the institution must make a notation outlining the nature of the correction which was requested but refused, and attach this notation to the appropriate information. Similarly, you can require the institution to notify anyone who has used the information during the past two years that a correction has been made, or that a correction was requested but not made. If the information was released to a government institution, that institution must either make the corrections required or attach the notice of correction to the documents.

Other Information

Help

If you need help using the Index or the Request Form, or if you would like assistance in determining whether the Index is the tool you should be using, you should contact the Privacy Coordinator with the government institution you think holds the information you want. Addresses and telephone numbers for the Privacy Coordinators are found near the beginning of each chapter, under the heading "Access Procedures".

More general information about the Privacy Act and Access to Information Act may be obtained by contacting:

Communications Division
Treasury Board of Canada
9th Floor, L'Esplanade Laurier
East Tower - 140 O'Connor
Ottawa, Ontario
K1A 0R5

Telephone: (613) 957-2400

Complaint Procedure

If you feel that your request was processed too slowly or was wrongly denied, or that the collection, use, disclosure and/or disposal is not being done according to the Act, or if the information you requested was not provided in the language you specified, you may complain in writing to:

The Office of the Privacy Commissioner
Place de Ville, Tower B
14th Floor, 112 Kent Street
Ottawa, Ontario
K1A 1H3

The Privacy Commissioner will investigate your complaint and make recommendations to the institution as to the validity of your complaint. If the Commissioner recommends that your complaint be righted, but the institution still refuses, you may take your case to the Federal Court within 45 days of receiving the Commissioner's report.

Disclosure of Personal Information

Personal information about you can only be disclosed to someone else with your consent or when one or more of the criteria set out in the Privacy Act are met. These criteria, which permit the disclosure of information but do not require it, are as follows.

Personal information may be disclosed:

a) for the purpose for which it was collected or for a use consistent with that purpose;

b) to comply with another Act of Parliament;

c) to comply with a legal document such as a warrant or subpoena;

d) to the Attorney General of Canada for use in legal proceedings;

e) to an investigative body (e.g. RCMP or Military Police) to enforce a law;

f) to a province, foreign state or international body, for the purpose of administering or enforcing a law when an agreement or arrangement exists between the Government of Canada and the third party;

g) to a Member of Parliament to assist a constituent when the information relates to the constituent;

h) to carry out an audit;

i) to the Public Archives for archival purposes;

j) for statistical or research purposes if the researcher provides a written undertaking that information provided will not be further disclosed;

k) to assist Native people in the preparation of claims;

l) to collect a debt owed to the government or to make a payment owed by the Crown to an individual;

m) to further the public interest; or

n) to benefit the individual to whom the information relates.

Government institutions are required to retain a record when personal information in a personal information bank is used for a purpose which is different from the uses set out for that bank. They must attach this record to the personal information in the bank.

Government institutions can, and do, have their own policies to deny the disclosure of personal information even when disclosure is permitted under the Privacy Act.

Government of Canada Gouvernement du Canada

Privacy Act

For official use only

Personal Information Request Form

Individuals are required to use this form to request access to personal information about themselves under the Privacy Act.

STEP 1: *Decide whether or not you wish to submit a request under the Privacy Act.* You may decide to request the information informally, without using the procedures required by the Act, through the local office of the appropriate government institution or through the Privacy Co-ordinator listed in the Index of Personal Information. Copies of the Index are available in public libraries, post offices in rural areas and government information offices.

STEP 2: *Consult the Index of Personal Information.* If you have decided to exercise your rights of access under the Privacy Act, review the descriptions of personal information for institutions which are most likely to have the information you are seeking. Decide on the personal information bank or class of personal information likely to contain the information.

STEP 3: *Complete this personal information request form.* Indicate the personal information bank or class of personal information to which you are requesting access, and include any additional information indicated in the bank description to locate the information you are seeking, or to verify your own identity. Indicate whether you wish to receive copies of the information, examine the original in a government office, or if you are requesting other arrangements for access. There is no application fee for making a request under the Privacy Act.

STEP 4: *Send the request to the person identified in the Index* as the appropriate officer responsible for the particular personal information bank or class.

STEP 5: *Review the information you received in response to your request.* Decide if you wish to make further requests under the Privacy Act. You may wish to exercise your rights to request corrections or to require that notations be attached to the information when corrections are not made. You may also decide to complain to the Privacy Commissioner when you believe that you have been denied any of your rights under the Act.

Federal Government Institution Statistics Canada

Registration Number and Personal Information Bank or Class of Personal Information
STC/P-PU-005 Census of Population Microfilmed Records

I wish to examine the information ☒ As it is ☐ All in English ☐ All in French

Provide other details specified in the Index to aid in locating particular information or to verify identity of applicant. (Present or former members of the Canadian Armed Forces requesting military records must provide additional information as specified in the D.N.D. section of the Index.)

I would like to see all the information that was collected from me in the 1981 census.

Method of access preferred

☒ Receive copies of the original ☐ Examine original in government office ☐ Other method (please specify)

Identification of applicant

Name (or previous name)

Social Insurance No. (or other identifying no. if applicable)

Street address, apartment

City or town

Province, territory, or other

Postal Code

Telephone number(s)

If this request follows a previous enquiry, quote reference number ►

I have a right of access to personal information about myself under the Privacy Act by virtue of my status as a Canadian citizen, a permanent resident within the meaning of the Immigration Act, 1976, or by Order of the Governor in Council pursuant to subsection 12(3) of the Privacy Act.

Signature

Date

Canada

Français au verso

TBC 350-58 (Rev. 85/8)

II. FEDERAL EMPLOYEE INFORMATION BANKS

Federal Employee Information Banks

Introduction

The provisions for the protection of personal information in the *Privacy Act* apply to all personal information under the control of the federal government, including personal information about government employees, regular and reserve members of the armed forces, RCMP members and incumbents of Governor in Council positions.

Purpose

The purpose of this section is to provide descriptions of personal information banks relating to current and former employees of federal government institutions where the information pertains to their status as employees, along with procedures for access to these employee information banks. The standard descriptions are provided in order to ensure that the *Privacy Act* is applied in a consistent manner to employee information held by all government institutions. The banks listed in this section encompass information on all storage media relevant to the purposes for which they have been established.

Description

Employee information banks are described under the following headings as applicable for each government institution:

(a) *Standard Banks*, consisting of standard information which all government institutions may maintain on their own employees. It should be noted that some government institutions do not maintain for each employee all the records described in the Standard Banks and that the description of the Standard Banks does not in every case reflect the physical organization of the records maintained by federal government institutions.

While government institutions may declare additional employee information banks — where, for example, an institution is not subject to the *Public Service Employment Act* or the *Public Service Staff Relations Act*, — institutions are required to conform to all of the standards indicated in the nineteen Standards Banks unless specifically exempted from doing so by the Treasury Board (see Standard Bank Descriptions following.)

(b) *Central Banks*, consisting of centralized information on employees in all or several government institutions, maintained by the Privy Council Office, the Public Archives of Canada, the Public Service Commission, the Royal Canadian Mounted Police, Treasury Board and the Departments of Consumer and Corporate Affairs, External Affairs, Health and Welfare, Labour, Public Works and Supply and Services.

(c) *Particular Banks*, consisting of information over and above that in the Standard Banks, which some government institutions maintain on their own employees.

In case of Standard and Central Banks, the social insurance number (SIN) is specifically identified when it comprises part of the personal information in the bank. This is intended to more clearly indicate the purposes for which the SIN is collected and the main use and consistent uses to which the number may be put.

Access Procedures

(a) Informal Procedures

The informal procedures, in existence prior to the proclamation of the *Privacy Act*, are maintained to make employee information available to current employees of federal government institutions. Current employees, including employees who have transferred from one federal government institution to another, should seek access to their records by contacting the personnel officers of their current employing institution at headquarters, or in the regions, as appropriate. For access to employee records maintained in Central Banks, current employees should contact the personnel officer of the institution which presently employs them. Current employees are encouraged to provide reasonable identifying information about themselves and the records requested, to assist in prompt and efficient retrieval of their records.

(b) Formal Procedures

The *Privacy Act* extends the right of government employees to obtain access to information about themselves in their capacity as employees. To exercise their rights under the Act, government employees should complete a Personal Information Request Form and forward it to the Privacy Co-ordinator, or to other specifically designated officers in their institution. Former employees should in all cases contact the National Personnel Records Centre, Public Archives of Canada, 395 Wellington Street, Ottawa, Canada K1A 0N3.

Two-Year Rule

Sub-section 4(1) of the Privacy Regulations requires that personal information, including employee information, be retained by an institution for at least two years following the last time the personal information was used for an administrative purpose, unless the individual concerned consents to its earlier disposal. The only exception to this rule is where an Act of Parliament or a Regulation specifically stipulates a shorter retention period. The reason for the two-year rule is to provide individuals with sufficient time to obtain access to personal information which the federal government may have collected or compiled about them for administrative purposes.

Standard Bank Descriptions

P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The bank provides a record of the information used in staffing positions in a government institution.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases,

especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.

P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.

P-SE-907
Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.

P-SE-908

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.

Consistent Uses: To determine liability for such accidents and to approve damage settlements.

Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.

P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.

P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

Class of Individuals: Employees of government institutions.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance This impacts on a current public officer's ability to deal with the former public servant.

Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.

P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.

Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.

P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.

P-SE-918
Affirmative Action Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.
Class of Individuals: Departmental employees.
Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.
Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.

P-SE-919
Personal Harassment
Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.
Consistent Uses: To support decisions on transfer and discipline of employees.
Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.

P-SE-920
Incentive Awards
Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or practiced suggestions for improvement of Public Service operations and completed recommendation reports concerning either the Merit Award or the Suggestion Award.
Class of Individuals: Public servants who have been nominated for awards under the federal government's Incentive Awards Plan.
Purpose: To identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan.
Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds.
Retention and Disposal Standards: Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed, and precedent setting files for 25 years then destroyed.

III. SUBJECT INDEX

A

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Key Words	PIB No.
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Bargaining units, public service	
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Benefits and compensation	
Canada Post	CPC/P-PE-806
Betting, pari-mutuel	
permit applications	DOA/P-PU-125
Birds	
conservation	DOE/P-PU-005
Births	
and still births, statistics	STC/P-PU-035
defects	NHW/P-PU-075
Bond depositors for visitors to Canada	EIC/P-PU-285
Bonds	
bond-holder enquiries	BOC/P-PU-015
estate files	BOC/P-PU-015
register of purchasers	BOC/P-PU-005
registers of interest paid	BOC/P-PU-010
Bovine tuberculosis	
livestock test reports	DOA/P-PU-030
Breeders, livestock	
animal performance inventory	DOA/P-PU-150
Broadcasting	
complaints and representations	CRT/P-PU-005
contracts with CRTC	CRT/P-PU-050
CRTC travel costs	CRT/P-PU-055
interventions concerning applications to broadcast	CRT/P-PU-040
licence applicants	CRT/P-PU-035
owner financial information	CRT/P-PU-015
owners of broadcasting undertakings	CRT/P-PU-010
programming, correspondence on	CRT/P-PU-020
prosecutions and investigations	CRT/P-PU-045
research grants	CRT/P-PU-030
Brucellosis	
livestock test reports	DOA/P-PU-040
Building materials	
evaluation reports	CMH/P-PU-120
Bureau of Management Consulting	
consultants registered with	DSS/P-PU-025
Bureau of Pensions Advocates	
veterans legal service records	VAC/P-PU-090
Burial and trust fund benefits	
veterans	VAC/P-PU-005
Bursaries	
native law students	JUS/P-PU-035
Business representatives survey on CCA programs	CCA/P-PU-130
Business, small	
loans in the Yukon Territory	INA/P-PU-140

C

Key Words	PIB No.
Cadets	
personnel file	DND/P-PE-839
Canada Agricultural Products Standards Act	
dairy products	DOA/P-PU-085
fresh fruits and vegetables	DOA/P-PU-090
poultry processing	DOA/P-PU-080
processed food	DOA/P-PU-095
Canada Awards for Excellence	
young Canadians category	RIE/P-PU-070
Canada Community Development Projects (CCDP)	EIC/P-PU-075
Canada Community Services Projects (CCSP)	EIC/P-PU-070
Canada Employment Centre	
requests from employers	EIC/P-PU-020
services to employers	EIC/P-PU-025
Canada Farm Labour Pool	
managers	EIC/P-PU-105
Canada Grain Act	
crop transportation	DOA/P-PU-205
licensing dealers and elevators	DOA/P-PU-210
record of unofficial samples	DOA/P-PU-215
Canada Health Survey, 1978 and 1979	STC/P-PU-075
Canada Home Renovation Plan (CHRP)	CMH/P-PU-035
Canada Labour Code	
complaint files	CLR/P-PU-005
Canada Lands Surveyors	
examinations	EMR/P-PU-010
Canada Mexico Exchange Program for Young Specialists and Technicians	EIC/P-PU-035
Canada Oil Substitution Program (COSP)	
grants	EMR/P-PU-025
Canada Pension Plan	
appeals	PAB/P-PU-005
benefit calculations	NHW/P-PU-155
benefit cheque history	NHW/P-PU-160
contribution appeals	RCT/P-PU-075
contributions history	NHW/P-PU-140
disability applications	NHW/P-PU-166
disability medical files	NHW/P-PU-165
domestic and foreign benefits payment	NHW/P-PU-170
enquiries	NHW/P-PU-180
information on benefit applications	NHW/P-PU-145
payment history	NHW/P-PU-155
record of earnings	RCT/P-PU-040
rulings on pensionable employment	RCT/P-PU-070
Social Insurance Number Validator	NHW/P-PU-150
Canada Savings Bonds	
bond-holder enquiries and estate files	BOC/P-PU-015
bond registers	BOC/P-PU-005
registers of interest paid	BOC/P-PU-010
Canada Student Loans Act	
default claims/master files	SSC/P-PU-035
defaults/individual	SSC/P-PU-025
full-time students	SSC/P-PU-030
interest subsidies	SSC/P-PU-045
part-time students	SSC/P-PU-040
Canada Works program	
employment development	EIC/P-PU-065
project details	EIC/P-PU-120
Canadian Accident Injury Reporting and Evaluation (CAIRE)	CCA/P-PU-025
Canadian Advisory Council on the Status of Women Talent Bank	ASW/P-PU-005
Canadian citizens	
assistance abroad	DEA/P-PU-010
regular/official travel passports	DEA/P-PU-030

Key Words	PIB No.
Canadian citizenship	
applications/assessment	SSC/P-PU-050
Canadian Commission for UNESCO	
applications for employment abroad	CAC/P-PU-110
grants case files	CAC/P-PU-105
individuals biographical information	CAC/P-PU-100
mailing list	CAC/P-PU-095
Canadian Congenital Anomalies Surveillance System (CCASS)	NHW/P-PU-075
Canadian Expeditionary Force (CEF)	
personnel records	PAC/P-CE-706
Canadian Forces (see also Defence)	
administration and management	DND/P-PE-828
applications for enrolment	DND/P-PU-025
army reserve force pay lists	PAC/P-CE-707
army reserve force pay sheets	PAC/P-CE-715
army wartime special and regular forces	PAC/P-CE-709
biographical information/senior military and civilians	DND/P-PE-827
Canadian Expeditionary Force (CEF)	PAC/P-CE-706
career medical review boards	DND/P-PE-814
chaplains	DND/P-PE-807
command and staff college selection	DND/P-PE-821
command and staff course files	DND/P-PE-843
commissioning from the ranks plan	DND/P-PE-851
confidential personal files	DND/P-PE-837
court martial proceedings	DND/P-PE-830
dental records	DND/P-PE-811
dental training plan	DND/P-PE-820
dependants claims	DND/P-PE-809
grievances	DND/P-PE-831
income security plan	DND/P-PE-808
inquiries/investigations	DND/P-PE-832
legal aid	DND/P-PE-857
legal training plan	DND/P-PE-819
limited duty officer program	DND/P-PE-852
medical records	DND/P-PE-810
medical records, World War II	PAC/P-CE-717
medical training plan	DND/P-PE-818
merit listings (non-commissioned members)	DND/P-PE-841
merit listings (officers)	DND/P-PE-840
military college records	DND/P-PE-844
military detention	DND/P-PE-863
military honours and awards	DND/P-PE-823
military police investigation case files/category I	DND/P-PE-835
military police investigation case files/category II	DND/P-PE-862
Newfoundland Forces (World War II)	PAC/P-CE-713
NPF applicant and benefits file	DND/P-PE-804
NPF employees on bases and stations	DND/P-PE-803
officer candidate training plan	DND/P-PE-853
officer training selection	DND/P-PE-816
pay records	DND/P-PE-858
pension benefits and entitlements	PAC/P-CE-719
pensions	DND/P-PE-859
performance evaluation bank	PAC/P-CE-720
performance evaluation file	DND/P-PE-838
personnel files	DND/P-PE-806
personnel management/administration	DND/P-PE-855
personnel security investigation file	DND/P-PE-834
RCAF personnel records	PAC/P-CE-708
recruitment/training	DND/P-PE-815
Regular Force and Class C Reserves records	PAC/P-CE-718
Canadian Forces (*continued*)	
regular or reserve unit military personnel bank	DND/P-PE-83
Royal Canadian Navy (RCN) pay records	PAC/P-CE-712
service estates	DND/P-PE-85
social work services	DND/P-PE-81
special commissioning plan	DND/P-PE-85
Thirty Day trainees (World War II)	PAC/P-CE-71
training schools files	DND/P-PE-84
university training plan (non-commissioned members)	DND/P-PE-82
university training plan (officers)	DND/P-PE-81
vehicle accidents	DND/P-PU-0
World War I personnel bank	PAC/P-CE-71
World War II Auxiliary Services personnel	PAC/P-CE-71
World War II personnel bank	PAC/P-CE-71
Canadian Forces Personnel Applied Research Bank	DND/P-PE-8
Canadian Forestry Service (CFS)	
personnel information	DOA/P-PE-80
Canadian government annuities	
purchaser records	EIC/P-PU-39
Canadian Home Insulation Program (CHIP)	
grants	EMR/P-PU-0
Canadian Housing Information Centre	CMH/P-PU-0
Canadian Human Rights Act see Human rights	
Canadian Jobs Strategy	
follow-up surveys	EIC/P-PU-10
Canadian Merchant Navy	DOT/P-PU-0
Canadian military college	
academic records	DND/P-PE-8
squadron personal file/officer cadets	DND/P-PE-8
Canadian missions	
assistance to Canadians	DEA/P-PU-0
citizenship	DEA/P-PU-0
immigration applications	DEA/P-PU-0
individual detailed records	DEA/P-PE-80
locally hired staff abroad	DEA/P-PE-80
Canadian National Organization for the International Consultative Committees	
members of	DOC/P-PU-0
Canadian Renal Failure Register	STC/P-PU-0
Canadian Saltfish Corporation	DFO/P-PU-0
Canadian Security Intelligence Service (CSIS) Act	
information/individuals	SIS/P-PU-01 SIS/P-PU-01
security records	SGC/P-PU-0
Canadian Wildlife Service	
research funding	DOE/P-PU-0
Cancer patient statistics	STC/P-[illegible]
Cap Tourmente hunting permits	[illegible]
Career-Access program	EIC/P-PU-12
Career Assignment Program (CAP)	
assessment and career counselling data	PSC/P-CE-72
assessment files	PSC/P-CE-72 PSC/P-PU-05
nominee and selection files	PSC/P-CE-75 PSC/P-PU-14
participant files	PSC/P-CE-72 PSC/P-PU-05
Career medical review boards	
Canadian Forces	DND/P-PE-8
Career Orientation Program (COP)	
applicant inventory	PSC/P-PE-80
participant file	PSC/P-PE-8

Key Words	PIB No.
Caribbean-Mexican seasonal workers	
agriculture	EIC/P-PU-110
CASE counselling program	
counsellors	BDB/P-PU-005
Cattle see Livestock	
Census	
agriculture	STC/P-PU-030
longitudinal income sample from 1971 census	STC/P-PU-020
population, microfilmed records on	STC/P-PU-005
Certification	
applications for revocation of union	CLR/P-PU-010
bargaining units and agents, public service	TBS/P-CE-710
non-destructive testing	EMR/P-PU-015
revocation of public service bargaining unit	SRB/P-CE-704
Challenge '85	
student employment assistance	EIC/P-PU-140
Challenge '86	EIC/P-PU-046
Champlain Bridge see Jacques Cartier and Champlain Bridges	
Chaplains	
Canadian Forces	DND/P-PE-807
Charter flights	
advance booking passenger manifests	CTC/P-PU-020
Chemicals	
hazardous, exposure to	NHW/P-PU-035
CIDA projects	
consultants	IDA/P-PU-010
CIDA/NSERC Research Associateships	SER/P-PU-030
Citizenship	
Canadian consulates abroad	DEA/P-PU-005
Citizenship Act	
applications/assessment	SSC/P-PU-050
Citizenship and Immigration Acts	
security information/individuals	SIS/P-PU-010 SIS/P-PU-015
Civil aviation see Aviation	
Civil Service Insurance Act	
pre-1954 policies	INS/P-PU-005
Civilian personnel information system	
Department of National Defence	DND/P-PE-861
Civilian War Allowances	VAC/P-PU-040
Claims	
Canada Mortgage and Housing Corporation	CMH/P-PU-075
Canada Ports Corporation	CPO/P-PU-010
Canadian Forces dependants	DND/P-PE-809
Canadian Forces income security	DND/P-PE-808
damage	RCC/P-PU-065
federal government employees	LAB/P-CE-701
inmate accidents	LAB/P-PU-025
merchant seamen injuries	LAB/P-PU-030
motor vehicle accidents	CCA/P-PU-020
motor vehicle accidents/employees	NMC/P-PE-801
National Defence vehicles/injuries	DND/P-PU-015
National Defence/property damage	DND/P-PU-010
NATO forces in Canada	DND/P-PU-020
RCMP police car accidents	CMP/P-PU-075
unemployment insurance	EIC/P-PU-150
Clemency case files	NPB/P-PU-010
Clothing industry	
scholarships	RIE/P-PU-015
Coast Guard	
command certificates	DOT/P-PU-050
watchkeeping officer certificates	DOT/P-PU-045

Key Words	PIB No.
Coins	
computerized order list	RCM/P-PU-010
mail orders	RCM/P-PU-005
Collective bargaining	
adjudication references and PSSRB decisions	TBS/P-CE-709
bargaining unit and agent certification, public service	TBS/P-CE-710
complaints by bargaining agents and PSSRB decisions	TBS/P-CE-711
exclusion of NHW employees	NHW/P-PE-802
exclusions	RCC/P-PE-802
mediators and conciliators	LAB/P-PU-035
termination of right to	CLR/P-PU-010
College, Customs and Excise	
student records	RCC/P-PE-801
Commissioner of Canada Elections files	CEO/P-PU-015
Commissioning	
Canadian Forces	DND/P-PE-850
Canadian Forces limited duty	DND/P-PE-852
Canadian Forces officer candidate training	DND/P-PE-853
Canadian Forces/from the ranks	DND/P-PE-851
Communications	
DOC accounts payable	DOC/P-PU-045
unsolicited proposals received by DOC	DOC/P-PU-050
Community Futures Program	EIC/P-PU-071
Community pasture program	DOA/P-PU-220
Community relations	
persons involved in crime prevention programs	CMP/P-PU-010
Community shelter planners	PWC/P-PU-060
Compensation	
veterans	VAC/P-PU-055
Complaints (see also Discrimination; Human rights)	
and irregularities, Department of National Defence	DND/P-PE-833
and representations, Revenue Canada, Taxation	RCT/P-PU-110
broadcasting	CRT/P-PU-005
Canada Labour Code/files	CLR/P-PU-005
customs	RCC/P-PU-005
discrimination	HRC/P-PU-005
discrimination, legal proceedings concerning	HRC/P-PU-010
discrimination, National Defence	DND/P-PU-035
human rights	DOT/P-PU-070
human rights/EIC	EIC/P-PU-415
judges, federally-appointed	JUS/P-PU-060
official languages	COL/P-PE-801 COL/P-PU-005
prison inmates	OCI/P-PU-005
radio interference	DOC/P-PU-015
RCMP, against	CMP/P-PU-085
threats for having filed a complaint of discrimination	HRC/P-PU-005
violations of Canada Labour Code	CLR/P-PU-005
wages and working conditions	LAB/P-PU-005
Concerts Canada Program/grants	CAC/P-PU-135

Key Words	PIB No.
Conflict of interest	
Auditor General, Office of the	OAG/P-PE-801
employees/Advisory Council on the Status of Women	ASW/P-PE-801
employees/Canada Commercial Corporation	CCC/P-PE-801
employees/Canada Mortgage and Housing	CMH/P-PE-808
employees/Canadian Centre for Occupational Health and Safety	OHS/P-PE-801
employees/Canadian Import Tribunal	CIT/P-PE-801
employees/Defence Construction Canada	DCL/P-PE-801
employees/Export Development Corporation	EDC/P-PU-810
employees/Farm Credit Corporation	FCC/P-PE-801
employees/Northern Canada Power Commission	NCP/P-PE-801
employees/Public Service Staff Relations Board	SRB/P-SE-801
Employees/Science Council of Canada	SCC/P-PE-801
employees/Social Sciences and Humanities Research Council	SHR/P-PE-801
employees/St Lawrence Seaway Authority	SLS/P-PE-802
Ministry of State for Science and Technology	MST/P-SE-915
National Research Council	NRC/P-PE-801
Natural Sciences and Engineering Research Council	SER/P-PE-801
public office appointees	PCO/P-PU-030
Royal Canadian Mint	RCM/P-PE-802
Conflict of interest and Post-employment code (standard bank of information)	
see identifier P-SE-915, if available, in chapter concerning relevant institution	
Conservation	
soil and water programs	DOA/P-PU-220
water resources	DOE/P-PU-030
wildlife	DOE/P-PU-005
Consulates, Canadian see Canadian missions	
Consultants and professional services (see also Contracts/contractors; Suppliers)	
contracts	MST/P-PU-005
Department of the Environment inventory	DOE/P-PU-055
DIAND inventory	INA/P-PU-180
inventory	PWC/P-PU-040
Law Reform Commission expenditures	LRC/P-PU-010
National Farm Products Marketing Council	FPM/P-PU-010
registered with Bureau of Management Consulting	DSS/P-PU-025
Consumer surveys on CCA programs	CCA/P-PU-125
Contracts/contractors (see also Consultants and professional services; Suppliers)	
Atomic Energy Control Board, personal service	AEC/P-PU-040
Auditor General	OAG/P-PU-005
business, janitorial and para-professional/DIAND	INA/P-PU-065
Canada Post, purchasing and management of real property	CPC/P-PU-040
Canada Post, sub post office	CPC/P-PU-020
Canada Post transportation service, mail and letter carriers	CPC/P-PU-035
Canadian Human Rights Commission	HRC/P-PU-025
CMHC construction, repairs, maintenance suppliers	CMH/P-PU-070
consulting services	MST/P-PU-005

Key Words	PIB No.
Contracts/contractors (*continued*)	
Consumer and Corporate Affairs	CCA/P-PU-015
contractor's index, Public Works	PWC/P-PU-015
Correctional Service of Canada	CPS/P-PU-105
CRTC	CRT/P-PU-050
defence construction	DCL/P-PU-005 DCL/P-PU-010
Department of Communications	DOC/P-PU-030
Department of Justice	JUS/P-PU-095
Department of the Environment	DOE/P-PU-055
Economic Council of Canada, personal service	ECC/P-PU-005
Employment and Immigration Canada	EIC/P-PU-185
Employment and Immigration Canada, personal service	EIC/P-PU-425
Energy, Mines and Resources, service	EMR/P-PU-035
Finance, personal service	FIN/P-PU-005
fitness and amateur sport	NHW/P-PU-230
Great Lakes Pilotage Authority, service	GLP/P-PU-005
health protection	NHW/P-PU-070
health services	NHW/P-PU-085
immigration settlement and adaptation	EIC/P-PU-250
Laurentian Pilotage Authority, tenders	LPA/P-PU-005
Law Reform Commission	LRC/P-PU-005
National Arts Centre performers	NAC/P-PU-040
National Arts Centre service	NAC/P-PU-075
National Energy Board	NEB/P-PU-015
National Museums Corporation, service	NMC/P-PU-010
National Research Council/individuals	NRC/P-PU-055
Northern Pipeline Agency	NPA/P-PU-010
Office of the Comptroller General	OCG/P-PU-010
personal service	ECC/P-PU-005 ECC/P-PU-015 FPM/P-PU-005
pilotage services	PPA/P-PU-005
Privy Council	PCO/P-PU-015
Regional Industrial Expansion	RIE/P-PU-005
Regional Industrial Expansion (NED Program)	RIE/P-PU-060
registered building	CCA/P-PU-100
Revenue Canada, professional service, finances	RCT/P-PU-095
science and technology	DSS/P-PU-010
Secretary of State, inventory	SSC/P-PU-005
service	PWC/P-PU-075
solar development	PWC/P-PU-050
Statistics Canada	STC/P-PU-105
Transport Canada	DOT/P-PU-080
Treasury Board Secretariat	TBS/P-PU-015
Copyright registration applicants	CCA/P-PU-075
Corps/Squadron Cadet personnel file	
Department of National Defence	DND/P-PE-839
Correctional Investigator, enquiry records of	CPS/P-PU-015
Correctional services	
staffing competitions	CPS/P-PU-100
Counselling services	
employees of Transport Canada	DOT/P-PE-803
Counterfeiting	
criminal intelligence investigations	CMP/P-PU-015
Court martial	
proceedings	DND/P-PE-830

Key Words	PIB No.
Crime	
immigration intelligence	EIC/P-PU-260
military enforcement	DND/P-PE-835 DND/P-PE-862
persons involved in prevention programs	CMP/P-PU-010
Criminal history records	CMP/P-PU-030
Criminal intelligence	
Canada Ports Corporation operations	CPO/P-PU-035
persons involved in investigations	CMP/P-PU-015
police and law enforcement records	SGC/P-PU-030
Criminal investigations see Investigations	
Criminal justice	
consultation projects	SGC/P-PU-020
employment development projects and proposals	SGC/P-PU-060
inventory of contractors in research	SGC/P-PU-065
proposals and research projects	SGC/P-PU-015
Criminal Law Reform Fund	
projects submitted for funding	JUS/P-PU-050
Criminal Records Act	NPB/P-PU-010
Criminals	
case files	NPB/P-PU-005
pardons	NPB/P-PU-010
penitentiary records	CPS/P-PU-005
Crops (see also Grain; Wheat)	
advance payments	DOA/P-PU-140
certification and inspection of seed potatoes	DOA/P-PU-110
emergency assistance for loss	DOA/P-PU-185
seed quality	DOA/P-PU-100
statistics	STC/P-PU-030
Crown	
claims, Canada Ports Corporation	CPO/P-PU-010
damage claims	RCC/P-PU-065
damage settlements	DND/P-PU-005
debts owed to	RCC/P-PU-060
employee housing, Energy, Mines and Resources	EMR/P-PE-802
housing records	PWC/P-CE-701
land/surface rights	INA/P-PU-150
leaseholds in national parks	DOE/P-PU-045
legal advisory services	JUS/P-PU-010
Cultural property	
certification for income tax, appeals	CPE/P-PU-010
certification for income tax, applications	CPE/P-PU-015
export permit appeals	CPE/P-PU-005
export permit applications	CPE/P-PU-015
Cultural Property Export and Import Act	
applications/appeals	CPE/P-PU-005
Custodian, Office of the	
records of assets taken into custody	DSS/P-PU-020
Customer service, mail	
enquiries, complaints, claims	CPC/P-PU-030
Customs (see also Duty)	
assaults against officers	RCC/P-PU-010
brokers licences	RCC/P-PU-025
complaints	RCC/P-PU-005
infractions	RCC/P-PU-020
seizures	RCC/P-PU-035
unpaid duties	RCC/P-PU-030
violators	RCC/P-PU-015
Customs and Excise College	
student records	RCC/P-PE-801

D

Key Words	PIB No.
Dairy production	
inspection and registration	DOA/P-PU-085
Deaths	
statistics	STC/P-PU-035
Debts, uncollectable	
Crown	RCC/P-PU-060
Defence (see also Canadian Forces)	
security and intelligence files	DND/P-PU-040
security information/individuals	SIS/P-PU-010 SIS/P-PU-015
Defence construction	
consultant contracts	DCL/P-PU-010
repairs and maintenance contracts	DCL/P-PU-005
solicitation of contracts	DCL/P-PU-015
Demographic data	
income samples from 1971 census	STC/P-PU-020
Dental hygienists	
statistics	STC/P-PU-045
Dental records	
Canadian Forces	DND/P-PE-811
Departmental requests for authority	
to Treasury Board	TBS/P-CE-701
Design Canada scholarships	RIE/P-PU-030
Designers/designs	
postage stamps	CPC/P-PU-025
Developing countries	
CIDA inventory	IDA/P-PU-005
Diesel fuel	
tax rebates	RCC/P-PU-055
Disability	
statistics	STC/P-PU-075
Disability Insurance Plan	DSS/P-CE-703
Disabled and handicapped persons	
Canadian Forces	DND/P-PE-814
certification for income tax	NHW/P-PU-114
pension applications/CPP	NHW/P-PU-166
pension medical files/CPP	NHW/P-PU-165
public servants, survey of	TBS/P-CE-706
vocational rehabilitation cost-sharing	NHW/P-PU-215
Disciplinary hearings	
inmates	CPS/P-PU-041
Discipline	
Canada Post	CPC/P-PE-814
Discipline (standard bank of information)	
see identifier P-SE-911, if available, in chapter concerning relevant institution	
Discrimination (see also Complaints; Human Rights)	
appeals and investigations, PSC	PSC/P-CE-701
case files, PSC	PSC/P-PU-005
complaints	HRC/P-PU-005
complaints by NHW employees	NHW/P-PE-801
legal proceedings concerning complaints	HRC/P-PU-010
Disease	
food-borne	DOA/P-PU-006
Divers, offshore operations	
Canada Oil and Gas Lands Administration	EMR/P-PU-045
Divorce	
Registry	JUS/P-PU-005
statistics	STC/P-PU-040
Drought assistance	
water conservation programs	DOA/P-PU-220

Key Words	PIB No.
Drugs, narcotic and restricted	
amphetamine control	NHW/P-PU-065
investigation files	NHW/P-PU-055
Methadone Program	NHW/P-PU-060
misuse and abuse of	NHW/P-PU-050
persons entitled to purchase or prescribe	NHW/P-PU-045
practitioner and pharmacist files on	NHW/P-PU-050
researchers authorized to use	NHW/P-PU-040
Duff-Rinfret Scholarship Program applicants	JUS/P-PU-040
Dumping	
wastes at sea	DOE/P-PU-040
Duty (see also Customs)	
unpaid	RCC/P-PU-030
Duty-free shops	
applications	RCC/P-PU-040

E

Key Words	PIB No.
Economic Council of Canada	
membership	ECC/P-PU-010
Education (see also Training)	
assistance to veterans and dependents	VAC/P-PU-010
DIAND schools	INA/P-PU-055
native peoples, post-secondary	INA/P-PU-050
native peoples/DIAND	INA/P-PU-045
native peoples/scholarships	INA/P-PU-060
RCMP courses	CMP/P-PU-080
Egg production	
processed eggs	DOA/P-PU-070
registered stations/shell eggs	DOA/P-PU-065
Elections	
Commissioner of Canada Elections files	CEO/P-PU-015
employees of Chief Electoral Officer, records on	CEO/P-PE-801
financing	CEO/P-PU-010
general operations	CEO/P-PU-005
public servants leave of absence to seek election	PSC/P-CE-705
Embryo transfer	
records of animals	DOA/P-PU-035
Emergency training	
agricultural specialists	DOA/P-PE-803
Employee Assistance (standard bank of information)	
see identifier P-SE-916, if available, in chapter concerning relevant institution	
Employee Assistance Program/Transport Canada	DOT/P-PE-803
Employee Personnel Record (standard bank of information)	
see identifier P-SE-901, if available, in chapter concerning relevant institution	
Employee personnel records	
Canada Post	CPC/P-PE-802 CPC/P-PE-803
Canadian Dairy Commission	CDC/P-PE-801
casuals/CSIS	SIS/P-PE-807
CDIC	CDI/P-PE-801
civilian employees of National Defence	DND/P-PE-861
CSIS	SIS/P-PE-802
CSIS competitions	SIS/P-PE-803
CSIS employees	SIS/P-PE-801
Export Development Corporation	EDC/P-PU-802
National Battlefields Commission	DOE/P-PU-801

Key Words	PIB No.
Employees (see also Public service)	
assistance, special services/Canada Post	CPC/P-PE-812
assistance/Canada Post	CPC/P-PE-811
assisting small-scale farmers	DOA/P-PE-801
biographies, senior/Energy, Mines and Resources, and Crown corporations	EMR/P-PE-801
career file, Export Development Corporation	EDC/P-PU-801
career planning and review/EIC	EIC/P-PE-802
classification audit reports/Revenue Canada, Taxation	RCT/P-PE-802
discipline records, CSIS	SIS/P-PE-805
garnishees	BOC/P-PE-803
grievance records, CSIS	SIS/P-PE-804
housing in remote areas, Energy, Mines and Resurces	EMR/P-PE-802
information, Canadian Forestry Service	DOA/P-PE-805
investigation of wrongdoing/Revenue Canada, Taxation	RCT/P-PE-803
leave and overtime/Revenue Canada, Taxation	RCT/P-PE-804
loan cards/Revenue Canada, Taxation	RCT/P-PE-806
locally hired staff abroad	DEA/P-PE-801
non-External Affairs employees	DEA/P-CE-701
NPF, Canadian Forces bases and stations	DND/P-PE-803
NPF, Department of National Defence	DND/P-PE-802
priority/DIAND	INA/P-PE-801
priority/Fisheries and Oceans	DFO/P-PE-802
relocation	BOC/P-PE-801
supernumerary records/EIC	EIC/P-PE-801
time/production reports for Revenue Canada, Taxation	RCT/P-PE-801
travel expense records	BOC/P-PE-802
word processor trainees/Revenue Canada, Taxation	RCT/P-PE-805
Employment	
application records of RCMP	CMP/P-PU-070
applications and candidates	PSC/P-CE-744
applications and staffing requests/Canada Post	CPC/P-PE-801
applications, internal	CAC/P-PU-090
applications, staffing requests/Canada Post	CPC/P-PU-095
applications to Atlantic Pilotage Authority	APA/P-PU-020
applications to Atomic Energy Board	AEC/P-PU-035
applications to Auditor General	OAG/P-PU-010
applications to Bank of Canada	BOC-P-PU-035
applications to Canada Council	CAC/P-PU-090
applications to Canada Ports Corporation	CPO/P-PU-005
applications to CSIS and former Security Intelligence Transitional Group (SITG)	SIS/P-PU-025
applications to Department of Communications	DOC/P-PU-025
applications to Department of Finance	FIN/P-PU-010
applications to Department of Insurance	INS/P-PU-010
applications to Department of Justice	JUS/P-PU-085
applications to Department of the Environment	DOE/P-PU-080
applications to Economic Council of Canada	ECC/P-PU-020
applications to Employment and Immigration	EIC/P-PU-420
applications to Great Lakes Pilotage Authority	GLP/P-PU-025
applications to IDRC	IDR/P-PE-802
applications to International Telecommunication Union	DOC/P-PU-060

Key Words	PIB No.
Employment (*continued*)	
applications to Jacques Cartier and Champlain Bridges Inc.	SLS/P-PU-181
applications to Laurentian Pilotage Authority	LPA/P-PU-025
applications to Law Reform Commission	LRC/P-PU-015
applications to Medical Research Council	MER/P-PU-030
applications to National Arts Centre	NAC/P-PU-055
applications to National Energy Board	NEB/P-PU-010
applications to National Farm Products Marketing Council	FPM/P-PU-025
applications to National Research Council	NRC/P-PU-060
applications to Natural Sciences and Engineering Council	SER/P-PU-045
applications to Northern Canada Power Commission	NCP/P-PU-005
applications to Northern Pipeline Agency	NPA/P-PU-005
applications to Office of the Comptroller General	OCG/P-PU-005
applications to Office of the Solicitor General	SGC/P-PU-010
applications to Pacific Pilotage Authority	PPA/P-PU-025
applications to Public Service Commission	PSC/P-PU-135
applications to Public Service Staff Relations Board	SRB/P-PU-005
applications to Public Works	PWC/P-PU-080
applications to Regional Industrial Expansion	RIE/P-PU-055
applications to St Lawrence Seaway	SLS/P-PU-066
applications to Seaway International Bridge Corporation	SLS/P-PU-121
applications to Textile and Clothing Board	TCB/P-PU-010
applications to Transport Canada	DOT/P-PU-060
applications to Treasury Board Secretariat	TBS/P-PU-020
Canada Pension Plan contributions	NHW/P-PU-140
Caribbean-Mexican seasonal agricultural workers	EIC/P-PU-110
casual/taxation centres	RCT/P-PU-100
Challenge '85	EIC/P-PU-140
Challenge '86	EIC/P-PU-046
client confidential files	EIC/P-PU-010
competition files/Secretary of State	SSC/P-PU-010
competitions, Auditor General	OAG/P-PU-015
development/community and constituency projects	EIC/P-PU-075
development/community-based projects	EIC/P-PU-071
development/follow-up surveys	EIC/P-PU-101
development/local and regional projects	EIC/P-PU-070
development/NEED program	EIC/P-PU-130
development/proposed projects	EIC/P-PU-066
development/regional projects	EIC/P-PU-065
direct job creation program evaluation	EIC/P-PU-355
employee records/Pensions Appeals Board	PAB/P-PE-801
employer records/requests	EIC/P-PU-020
employer records/services	EIC/P-PU-025
employers, automatic reporting	EIC/P-PU-215
employers, Canada Employment Centre services to	EIC/P-PU-025
employers, expenses claims/national industrial training program	EIC/P-PU-055
employers, registration records and staff requests	EIC/P-PU-020
employers' survey of CEC services	EIC/P-PU-330
employment development projects	EIC/P-PU-065 EIC/P-PU-070 EIC/P-PU-075

Key Words	PIB No.
Employment (*continued*)	
employment-disadvantaged	EIC/P-PU-095
farm labour pool managers	EIC/P-PU-105
foreign workers	EIC/P-PU-146
Great Lakes Pilotage Authority, internal	GLP/P-PU-025
grievances	CLR/P-PU-005
industrial training program follow-up	EIC/P-PU-345
institutional training program follow-up	EIC/P-PU-340
insurable employment appeals	RCT/P-PU-080
international youth exchanges	EIC/P-PU-035
Job Corps program	EIC/P-PU-135
Job Experience Training (JET)	EIC/P-PU-370
local assistance and development	EIC/P-PU-115
long-term planning sample	EIC/P-PU-335
mobility assistance	EIC/P-PU-015
national training program/trainee inventory	EIC/P-PU-060
native peoples, on-the-job training	INA/P-PU-170
new technology program	EIC/P-PU-080
Northern Canada Power Commission, internal applications	NCP/P-PU-005
Outreach Program	EIC/P-PU-360
Outreach Program projects	EIC/P-PU-030
record of employment forms	EIC/P-PU-385
registration file	EIC/P-PU-005
report on hirings/control of unreported earnings	EIC/P-PU-210
social insurance number registration	EIC/P-PU-390
Statistics Canada interviewer selections and evaluations	STC/P-PE-801
students	EIC/P-PU-046
students/summer	EIC/P-PU-040
teachers for DIAND	INA/P-PU-070
training program follow-up	EIC/P-PU-100
training programs	EIC/P-PU-045 EIC/P-PU-050
training subsidies	EIC/P-PU-056 EIC/P-PU-094 EIC/P-PU-121
training/subsidies	EIC/P-PU-054
training/youths	EIC/P-PU-145
wage subsidies	EIC/P-PU-090
work sharing	EIC/P-PU-085
work sharing programs	EIC/P-PU-085
youth programs follow-up	EIC/P-PU-350
Employment equity	
target group/Transport Canada	DOT/P-PE-804
Employment Tax Credit Program (ETCP)	
employers' survey	EIC/P-PU-365
Energy	
regulatory proceedings, interventions concerning	NEB/P-PU-005
Energy conservation	
CHIP grants	EMR/P-PU-020
COSP grants	EMR/P-PU-025
Engineering research	
grant applications, group	SER/P-PU-010
grant applications, individual	SER/P-PU-005
grants to senior university researchers	SER/P-PU-020
membership in NSERC, files concerning	SER/P-PU-025
reviewers of grant proposals	SER/P-PU-050
Environment	
hazardous chemical exposure	NHW/P-PU-035
heavy metal exposure	NHW/P-PU-005
water resources conservation	DOE/P-PU-030
wildlife permits	DOE/P-PU-005

Key Words	PIB No.
Environmental sciences	
fellowship awards	DOE/P-PU-015
research	DOE/P-PU-010
Equipment and services	
DSS suppliers	DSS/P-PU-005
Ergonomists	
resource bank	DND/P-PU-045
Eskimo see Native peoples	
Espionage	
individuals who may be engaged in	SGC/P-PU-055
personal information relating to	SGC/P-PU-025
security information/individuals	SIS/P-PU-010 SIS/P-PU-015
Estates, service	
Canadian Forces	DND/P-PE-856
Exchanges, secondments	
scientists	NRC/P-PU-070
Excise Act	
seizures	RCC/P-PU-035
Excise tax	
gasoline/refunds	RCC/P-PU-050
refunds	RCC/P-PU-045
Exclusions	
employee records	RCC/P-PE-802 TBS/P-CE-714
Exemplary Service Awards	TBS/P-CE-802
Explorations Program case files	CAC/P-PU-025
Explosives	
licences and permits	EMR/P-PU-005
Export	
animal embryos	DOA/P-PU-035
cultural property, permit appeals	CPE/P-PU-005
cultural property, permit applications	CPE/P-PU-015
livestock	DOA/P-PU-020
plant and plant materials	DOA/P-PU-120
veterinary certification of livestock	DOA/P-PU-026
wheat prices	DOA/P-PU-145
Export/Import	
artificial insemination/livestock disease prevention	DOA/P-PU-055
dairy products	DOA/P-PU-085
endangered wildlife species	DOE/P-PU-005
Extradition	
legal matters and investigations	JUS/P-PU-015

F

Key Words	PIB No.
Family Allowances	
account identifiers	NHW/P-PU-135
application information	NHW/P-PU-130
beneficiaries	NHW/P-PU-125
on-line alpha index	NHW/P-PU-135
Family and Children Services program	
Indians/DIAND	INA/P-PU-025
Family planning	
fellowship grants	NHW/P-PU-095
research projects	NHW/P-PU-090
Farming (see also Agriculture)	
application forms and appraisal reports for loans	FCC/P-PU-005
improvement loans	DOA/P-PU-165
machinery statistics	STC/P-PU-030
milk producers' records	CDC/P-PU-005
operating expenses statistics	STC/P-PU-030
small farm development program	DOA/P-PE-801 DOA/P-PU-175
socioeconomic characteristics of farmers	STC/P-PU-030
Federal employees see Employees; Public service	
Federal Eskimo Loan Fund	INA/P-PU-080
Federal Fuel Tax Rebate	RCC/P-PU-055
Federal government see Public service	
Federal Housing Action Program (FHAP) system	CMH/P-PU-010
Federal investigative bodies	
disclosures of information	NMC/P-PU-025 SSC/P-PU-020
disclosures of personal information	DEA/P-PU-040
Federal Investigative Bodies Request Bank	PAC/P-PU-040
Federal Mediation and Conciliation Service	LAB/P-PU-035
Federal sales tax	
fuel/rebates	RCC/P-PU-055
refunds	RCC/P-PU-045
Feed	
emergency assistance	DOA/P-PU-185
freight equalization payments to manufacturers	CLF/P-PU-005
Feed Freight Assistance Adjustment Fund	DOA/P-PU-170
Fellowships (see also Assistance, financial; Grants; Scholarships)	
awards to environmental scientists	DOE/P-PU-015
engineering	SER/P-PU-015
engineering, senior university researchers in	SER/P-PU-020
family planning	NHW/P-PU-095
legislative drafting	JUS/P-PU-030
museology	NMC/P-PU-015
National Welfare Fellowship	NHW/P-PU-190
natural sciences	SER/P-PU-015
natural sciences, senior university researchers in	SER/P-PU-020
social sciences and humanities applicants	SHR/P-PU-010
World Health Organization (WHO)	NHW/P-PU-245
Films	
fund applications	CFD/P-PU-005
grants	CAC/P-PU-125
Finances	
accountability cases/Canada Post	CPC/P-PE-818 CPC/P-PU-065
accounts payable, Canada Post	CPC/P-PE-820 CPC/P-PU-060
accounts payable, Great Lakes Pilotage Authority	GLP/P-PU-020
accounts payable/Laurentian Pilotage Authority	LPA/P-PU-020
accounts receivable, Great Lakes Pilotage Authority	GLP/P-PU-015
accounts receivable/Laurentian Pilotage Authority	LPA/P-PU-015
CIDA accounts, internal	IDA/P-PU-020
employment development projects	EIC/P-PU-065
internal, National Farm Products Marketing Council	FPM/P-PU-020 FPM/P-PU-030
payment for services	CCA/P-PU-010

Key Words	PIB No.
Financial Administration Act	
bond registers	BOC/P-PU-005
Fingerprints	
Department of National Defence	DND/P-PE-801
Fire investigations	PWC/P-PU-065
Firearms	
registration	CMP/P-PU-035
tracing program	CMP/P-PU-015
Fish and fisheries	
applicants to vessel assistance program	DFO/P-PU-030
catch and effort data	DFO/P-PU-055
conservation and protection/enforcement	DFO/P-PU-060
health officials, applications to be	DFO/P-PU-040
insured owners of vessels	DFO/P-PU-015
Kouchibouguac National Park	DOE/P-PU-050
requests for information	DFO/P-PU-045
surveys	DFO/P-PU-075
Fishermen	
applicants for fishing vessel assistance	DFO/P-PU-030
Atlantic commercial, listing of	DFO/P-PU-010
deficiency payments, applications for	DFO/P-PU-005
licensed	DFO/P-PU-060
loans guaranteed by government	DFO/P-PU-035
sales to Canadian Saltfish Corporation	DFO/P-PU-090
Fitness and amateur sport	
research projects	NHW/P-PU-235
service contracts	NHW/P-PU-230
Food industry	
inspection and registration of processed products	DOA/P-PU-095
scholarships	RIE/P-PU-035
Footwear Canada Scholarship Program applicants	RIE/P-PU-020
Footwear Design Scholarship Program	RIE/P-PU-025
Foreign governments	
detrimental activities, security information	SIS/P-PU-015
detrimental activities, security information/individuals	SIS/P-PU-010
double taxation negotiations	RCT/P-PU-085
individuals' security assessments	SIS/P-PU-005
Foreign students	
case files and records	EIC/P-PU-290
Foreign Workers Recruitment Program	EIC/P-PU-146
France/Canada Exchange Agreement	
scientists	NRC/P-PU-030
Franco Canadian Trainee Agreement	EIC/P-PU-035
Fraud	
criminal intelligence investigations	CMP/P-PU-015
Freight equalization payment records	CLF/P-PU-005
Fruits and vegetables	
inspection and licensing agents	DOA/P-PU-090
Fuel	
tax rebates	RCC/P-PU-055
Fugitive Offenders Act	JUS/P-PU-015
Funding see Assistance, financial	

G

Key Words	PIB No.
Garnishees	
Bank of Canada employees	BOC/P-PE-803
proceedings, NHW	NHW/P-PE-803
Garnishment, Attachment and Pension Diversion Act	
CSIS employees	SIS/P-PE-806
Gasoline tax	
rebates	RCC/P-PU-055
refunds	RCC/P-PU-050
Goods	
seizures by customs	RCC/P-PU-035
Government of Canada bonds	
bond-holder enquiries and estate files	BOC/P-PU-015
bond owners	BOC/P-PU-005
registers of interest paid	BOC/P-PU-010
Governor in Council personnel appointments	PCO/P-PU-020
Grain (see also Crops; Wheat)	
emergency assistance	DOA/P-PU-185
growers' advance payment records	CWB/P-PU-010
growers' delivery records	CWB/P-PU-015
growers' payment records	CWB/P-PU-005
growers' permit records/quotas	CWB/P-PU-020
licensing dealers and elevators	DOA/P-PU-210
producers' railcar allocation	DOA/P-PU-205
producers' unofficial samples	DOA/P-PU-215
western stabilization program	DOA/P-PU-180
Grant Application Records Management System (GARMS)	SHR/P-PU-035
Grants (see also Assistance, financial; Fellowships; Scholarships)	
arts awards case files	CAC/P-PU-005
arts international representation (GRIPE)	CAC/P-PU-010
arts, performing	CAC/P-PU-130
arts/integrated media	CAC/P-PU-120
audio/video productions	CAC/P-PU-115
broadcasting research	CRT/P-PU-030
Canada Oil Substitution Program (COSP)	EMR/P-PU-025
Canadian Home Insulation Program (CHIP)	EMR/P-PU-020
CIDA	IDA/P-PU-015
emergency cash to veterans	VAC/P-PU-045
explorations program	CAC/P-PU-025
film/holography productions	CAC/P-PU-125
housing rehabilitation and renovation	CMH/P-PU-035
housing, requests for CMHC disclosure of information on	CMH/P-PU-110
housing research grants, administration of CMHC	CMH/P-PU-115
International Collaborative Research Grants	SER/P-PU-030
international representation (social sciences and humanities)	SHR/P-PU-030
labour research, applicants for	LAB/P-PU-045
law development	JUS/P-PU-020
natural sciences and engineering research teams	SER/P-PU-010
natural sciences and engineering researchers, individual	SER/P-PU-005
ocean science	DFO/P-PU-025
proposals/peace and security	CIP/P-PU-005
reviewers of proposals	SER/P-PU-050
scholarly exchanges	SHR/P-PU-030
scientific publications	SER/P-PU-040
small business management	RIE/P-PU-045
social sciences and humanities applicants' history	SHR/P-PU-005
social sciences and humanities applications	SHR/P-PU-015
social sciences and humanities strategic	SHR/P-PU-020
standards research	SDC/P-PU-005

Key Words	PIB No.
Grants (*continued*)	
technological innovation research	RIE/P-PU-050
Touring Office	CAC/P-PU-135
UNESCO travel and projects applications	CAC/P-PU-105
Grants Applicants Council of Canada	MER/P-PU-005
Grievances	
adjudicated by PSSRB	TBS/P-CE-708
Canada Post	CPC/P-PE-813
Canadian Forces	DND/P-PE-831
CSIS employees	SIS/P-PE-804
inmates	CPS/P-PU-046
position classifications in the public service	TBS/P-CE-707
withdrawn from adjudication, public service	TBS/P-CE-712
Grievances (standard bank of information)	
see identifier P-SE-910, if available, in chapter concerning relevant institution	
Gros Morne National Park	
rabbit snaring and wood cutting/resident status	DOE/P-PU-070
Group Hospital Medical Insurance Plan	DSS/P-CE-703
Guaranteed Income Supplement	
application information	NHW/P-PU-120
benefit payments	NHW/P-PU-115
identification and income data	RCT/P-PU-040

H

Key Words	PIB No.
Halifax Relief Commission Continuation Act	
pensions	VAC/P-PU-050
Handicapped persons see Disabled and handicapped persons	
Harbours and ports	
managers	DFO/P-PE-801 DFO/P-PU-070
property leases, licences and agreements	DFO/P-PU-065
Hatcheries	
registered chicken and turkey hatcheries	DOA/P-PU-075
Hazardous chemicals	
exposure to	NHW/P-PU-035
Health	
federal central files	NHW/P-PU-020
files, public service	NHW/P-CE-703
problems/statistics	STC/P-PU-075
protection, service contracts	NHW/P-PU-070
research approved by the NHRDP	NHW/P-PU-105
services and promotion advisory and review committees	NHW/P-PU-110
services and promotion service contracts	NHW/P-PU-085
services for veterans (non-pension related)	VAC/P-PU-020
services for veterans (pension related)	VAC/P-PU-030
services statistics	STC/P-PU-075
Health and safety see Occupational health and safety	
Herd maintenance assistance program	DOA/P-PU-220
Heritage canals see National parks	
Historic sites see National parks	
Homicide statistics	STC/P-PU-025
Honey and maple products	
inspection and registration	DOA/P-PU-095
Horse races see Racetrack operations	
Hospital files, Northern federal	NHW/P-PU-015
Hospital patients, discharged	
statistics	STC/P-PU-055
Host Program for Refugees	EIC/P-PU-226
Housing	
CMHC board of directors and nominees	CMH/P-PU-095
CMHC casual employees	CMH/P-PE-803
CMHC employee appeals and complaints	CMH/P-PE-804
CMHC employee medical records	CMH/P-PE-802
CMHC employee monthly time and salary	CMH/P-PE-801
CMHC garnisheed employees	CMH/P-PE-807
CMHC landlords	CMH/P-PU-060
CMHC security investigations	CMH/P-PE-806
Crown	PWC/P-CE-701
Crown-owned in remote areas for EMR employees	EMR/P-PE-802
home improvement loans	CMH/P-PU-045
home ownership loans	CMH/P-PU-005
Indian and Inuit off-reserve	INA/P-PU-005
Indians on reserves	INA/P-PU-010
information mailing lists, CMHC	CMH/P-PU-085
insured loans	CMH/P-PU-040
purchase or lease of CMHC property	CMH/P-PU-050
research candidates, CMHC	CMH/P-PU-080
research grants, administration of CMHC	CMH/P-PU-115
research scholarships	CMH/P-PU-055
Residential Rehabilitation Assistance Program	CMH/P-PU-035
Rural and Native Housing Program	CMH/P-PU-030
Housing Technology Incentives Program	CMH/P-PU-090
Human resources	
CIDA inventory	IDA/P-PU-005
Human Resources Information System (HRIS)	
Canada Post	CPC/P-PE-804
Human rights (see also Complaints; Discrimination)	
complaints	DOT/P-PU-070
complaints against EIC	EIC/P-PU-415
complaints and investigations/Canada Post	CPC/P-PE-809 CPC/P-PU-096
complaints by NHW employees	NHW/P-PE-801
complaints of discrimination	HRC/P-PU-005
discrimination, National Defence	DND/P-PU-035
litigation files	HRC/P-PU-010
Human Rights Law Fund	JUS/P-PU-105
Humanities	
fellowship adjudication records	SHR/P-PU-045
fellowship applicants	SHR/P-PU-010
grant application records	SHR/P-PU-035
grant financial system controls	SHR/P-PU-055
grant statistical analyses	SHR/P-PU-060
on-line history file of grant applicants	SHR/P-PU-040
research grant adjudication records	SHR/P-PU-050
research grant applicants' history	SHR/P-PU-005
research grant applications	SHR/P-PU-015
strategic grant applications	SHR/P-PU-020

I

Key Words	PIB No.
Identification and Building Pass Cards	
Export Development Corporation	EDC/P-PU-809

Key Words	PIB No.
Identification and Building Pass Cards (standard bank of information)	
see identifier P-SE-917, if available, in chapter concerning relevant institution	
Identification cards	
Canada Post	CPC/P-PE-823 CPC/P-PU-080
Immigration	
adjustment assistance	EIC/P-PU-235
Appeal Board records	IAB/P-PU-005
applications and case files	EIC/P-PU-225
case files	DEA/P-PU-015
contracting agencies/settlement and adaptation programs	EIC/P-PU-250
enforcement action/admissibility to Canada	EIC/P-PU-070
enquiry adjudication case files	EIC/P-PU-280
guarantors of assisted relatives	EIC/P-PU-245
immigrant sponsors	EIC/P-PU-240
loans	EIC/P-PU-305
medical records	NHW/P-PU-010
minister's permit	EIC/P-PU-300
permanent resident data	EIC/P-PU-230
private visitor/host information	EIC/P-PU-255
refugee claim tracking	EIC/P-PU-320
returning residents' files	EIC/P-PU-275
security and intelligence data	EIC/P-PU-260
sponsors of refugees/local groups and incorporated organizations	EIC/P-PU-315
sponsors of refugees/national organizations	EIC/P-PU-310
survey of family class immigrants	EIC/P-PU-380
survey of Indochinese refugees	EIC/P-PU-375
temporary workers	EIC/P-PU-295
visitors case files	EIC/P-PU-285
Importation	
animals and veterinary biologics	DOA/P-PU-011
Imports	
plants and plant materials	DOA/P-PU-115
seeds	DOA/P-PU-100
unpaid duties	RCC/P-PU-030
Incentive Awards (standard bank of information)	
see identifier P-SE-920, if available, in chapter concerning relevant institution	
Income maintenance beneficiaries	LAB/P-PU-050
Income sample, longitudinal	
census of 1971	STC/P-PU-020
Income security program	
Canadian Forces	DND/P-PE-808
Income support	
Job Entry Program	EIC/P-PU-054
Income tax	
Canada Pension Plan	RCT/P-PU-075
centralized individual accounts	RCT/P-PU-055
certification of cultural property, appeals	CPE/P-PU-010
disability certification	NHW/P-PU-114
foreign countries/double taxation	RCT/P-PU-085
individual accounts/collection	RCT/P-PU-050
individual interpretation rulings	RCT/P-PU-090
individual rulings/unemployment and Canada Pension Plan benefits	RCT/P-PU-070
individual taxpayers' returns	RCT/P-PU-005
insurable employment appeals	RCT/P-PU-080
non-compliance identification	RCT/P-PU-025
non-resident information returns	RCT/P-PU-065
petroleum and gas production revenue	RCT/P-PU-060
petroleum and gas revenue, returns	RCT/P-PU-010
selected regional information/rapid access	RCT/P-PU-045

Key Words	PIB No.
Income tax (*continued*)	
special returns (RRSP, RHOSP)	RCT/P-PU-020
tax avoidance investigations	RCT/P-PU-035
tax evasion investigations	RCT/P-PU-030
taxpayer master file	RCT/P-PU-040
taxpayer problem resolution	RCT/P-PU-115
trust information returns	RCT/P-PU-015
unemployment insurance payment appeals	RCT/P-PU-075
Indians see Native peoples	
Industrial Research Assistance Program	NRC/P-PU-026
Industry	
design registration index	CCA/P-PU-080
mediators and conciliators for disputes	LAB/P-PU-035
security clearance records	DSS/P-PU-015
Infant deaths caused by birth defects	NHW/P-PU-075
Injuries see Claims	
Inmates (see also Penitentiaries)	
complaints	OCI/P-PU-005
dangerous	CPS/P-PU-085
disciplinary hearings	CPS/P-PU-041
education and training records	CPS/P-PU-050
employment in prison and the community	CPS/P-PU-055
grievances	CPS/P-PU-046
health care records	CPS/P-PU-060
injury compensation	LAB/P-PU-025
military detention	DND/P-PE-863
psychiatric treatment	CPS/P-PU-061
psychological records	CPS/P-PU-070
release records	CPS/P-PU-030
visits and correspondence, records of	CPS/P-PU-080
Inspection officers	
for the Atomic Energy Control Board	AEC/P-PU-010
Insulation	
CHIP grants	EMR/P-PU-020
Insurance	
discrimination complaints	HRC/P-PU-005
public servants	DSS/P-CE-703
public service/pre-1954	INS/P-PU-005
Insurance, deposit	
payments to depositors	CDI/P-PU-005
Insurance, Service Income Security Insurance Plan (SISIP)	
Canadian Forces	DND/P-PE-808
Insurance, unemployment see Unemployment insurance	EIC/P-PU-005
Intelligence activities	
criminal investigations	CMP/P-PU-015
Intelligence operations, criminal	
Canada Ports Corporation	CPO/P-PU-035
Interchange Canada	
international assignment files	PSC/P-CE-730 PSC/P-PU-075
inventory of applicants	PSC/P-PU-065
management category applicants	PSC/P-CE-731
management resources information	PSC/P-CE-734
management resources information system	PSC/P-PU-085
International affairs	
security information/individuals	SIS/P-PU-010 SIS/P-PU-015
International Collaborative Research Grants	SER/P-PU-030
International development research	
awards	IDR/P-PU-005
IDRC employee information	IDR/P-PE-801
IDRC employee medical records	IDR/P-PE-803

Key Words	PIB No.
International exchanges and visits	
scientists	NRC/P-PU-030
International Labour Organization (ILO) files	LAB/P-PU-060
International Scientific Exchange Awards	SER/P-PU-030
International Telecommunication Union	
membership in technical consultative committees	DOC/P-PU-055
International Youth Employment Exchange Program	EIC/P-PU-035
Internment camps, Canadians held in	PAC/P-PU-015
Inuit see Native peoples	
Inuktitut see Native peoples	
Inventions	
assessment	NRC/P-PU-010
inventory of inventors	CCA/P-PU-055
patents of	CCA/P-PU-060
Investigations	
criminal, Canada Ports Corporation	CPO/P-PU-030
criminal intelligence	CMP/P-PU-015
criminal or security, Canadian Forces police	DND/P-PE-835 DND/P-PE-862
injury or death, Canadian Forces	DND/P-PE-832
persons involved in criminal	CMP/P-PU-005
persons involved in incidents concerning government property	CMP/P-PU-055
persons involved in threats against VIPs	CMP/P-PU-055
postal-related crime investigations	CPC/P-PE-824 CPC/P-PU-085
public servants	PWC/P-PE-801
Investigative bodies	
individuals under investigation/requests	SIS/P-PU-030
request for disclosure to federal	CMP/P-PU-050

J

Key Words	PIB No.
Jacques Cartier and Champlain Bridges	
accident claims	SLS/P-PU-125
accounts payable	SLS/P-PU-130
accounts receivable	SLS/P-PU-135
construction, maintenance and repair contracts	SLS/P-PU-150
easements	SLS/P-PU-170
letters patent	SLS/P-PU-180
passes	SLS/P-PE-801
professional service contracts	SLS/P-PU-155
property and services to be leased or licensed	SLS/P-PU-175
property to be expropriated or purchased	SLS/P-PU-165
purchase orders and tenders	SLS/P-PU-145
service contracts	SLS/P-PU-160
suppliers	SLS/P-PU-140
Job Development Program	EIC/P-PU-066
follow-up results	EIC/P-PU-101
Job Entry Program	
follow-up results	EIC/P-PU-101
trainee documentation	EIC/P-PU-054
Jobs see Employment	
Johne's Disease	
livestock test reports	DOA/P-PU-040
Judges	
complaints against federally-appointed	JUS/P-PU-060

K

Key Words	PIB No.
Knowledge Source Index data bank	NRC/P-PU-035
Kouchibouguac National Park	
fishing rights	DOE/P-PU-050

L

Key Words	PIB No.
Labour	
applicants for research grants	LAB/P-PU-045
department financial information	LAB/P-PU-055
market development/industrial training programs	EIC/P-PU-050
market development/program assessment	EIC/P-PU-100
market development/training programs	EIC/P-PU-045
market development/wage subsidies	EIC/P-PU-090
market development/work sharing	EIC/P-PU-085
Labour Adjustment Benefits (LAB) Program	LAB/P-PU-050
Labour force survey	STC/P-PU-015
Labour force tracking surveys (1977 and 1978)	RIE/P-PU-040
Labour relations	
grievances/Canada Post	CPC/P-PE-813
National Arts Centre	NAC/P-PE-801
Land	
lease holders on Indians lands	INA/P-PU-100
register of surveyors	PWC/P-PU-025
registry and administration of territorial	INA/P-PU-150
registry of Indian lands	INA/P-PU-090
stabilization and rehabilitation	DOA/P-PU-220
surplus federal	PWC/P-PU-035
veterans' estates	VAC/P-PU-075
veterans' land administration	VAC/P-PU-060
veterans' property sales	VAC/P-PU-065
Landlords	
offering accommodation to the government	PWC/P-PU-010
property leased by the government	PWC/P-PU-005
Language Training Module (LTM)	TBS/P-CE-704
Law	
contributions for public education	JUS/P-PU-075
development research grants	JUS/P-PU-020
financial assistance for public information	JUS/P-PU-110
human rights/financial assistance	JUS/P-PU-105
student exchange program	JUS/P-PU-100
summer research assistants program	JUS/P-PU-055
Law enforcement	
criminal intelligence records	SGC/P-PU-030
disclosures of personal information	DEA/P-PU-040
RCMP operational records	SGC/P-PU-050
RCMP personnel and administrative records	SGC/P-PU-045
requests for disclosure to investigative bodies	CMP/P-PU-050
Law Reform Commission of Canada	JUS/P-PU-075
Lawyers	
appointed agents of the Minister of Justice	JUS/P-PU-025
contracts with Department of Justice	JUS/P-PU-095
Layoffs	
labour force tracking surveys (1977 and 1978)	RIE/P-PU-040

Key Words	PIB No.
Legal affairs	
advice and opinions/Canada Post	CPC/P-PE-827
advice to federal government	JUS/P-PU-010
contributions to research	JUS/P-PU-075
fellowships in drafting legislation	JUS/P-PU-030
opinions and advice/Canada Post	CPC/P-PU-110
research services, Law Reform Commission	LRC/P-PU-005
service veterans to claim pensions or allowances	VAC/P-PU-090
Legal aid	
Canadian Forces/US military personnel serving in Canada	DND/P-PE-857
Legal information projects, public	
project leaders under Summer Job Corps Program	JUS/P-PU-045
project leaders under Summer Youth Employment Program	JUS/P-PU-080
Letter carriers	
transportation contracts	CPC/P-PU-035
Library, national	
financial transactions	PAC/P-PU-005
Library services	
computerized information service	NLC/P-PU-005
Licences	
applications for commercial air service	CTC/P-PU-015
custom house brokers	RCC/P-PU-025
explosives	EMR/P-PU-005
grain dealers/elevators	DOA/P-PU-210
national parks	DOE/P-PU-045
non-broadcasting radio stations	DOC/P-PU-010
radio operators	DOC/P-PU-005
Life insurance	
veterans	VAC/P-PU-035
Lifestyle Award	NHW/P-PU-250
Livestock (see also Animals; Animal Disease and Protection Act)	
artificial insemination	DOA/P-PU-055
bovine tuberculosis tests	DOA/P-PU-030
breeders' inventory	DOA/P-PU-150
brucellosis tests	DOA/P-PU-040
disease investigations	DOA/P-PU-025
embryo transfers	DOA/P-PU-035
emergency assistance	DOA/P-PU-185
exports	DOA/P-PU-020
freight equalization payments to producers	CLF/P-PU-005
garbage feeder operations for swine	DOA/P-PU-060
Johne's Disease (Paratuberculosis)	DOA/P-PU-040
reportable disease investigation	DOA/P-PU-050
statistics	STC/P-PU-030
transportation	DOA/P-PU-005
veterinary certification	DOA/P-PU-026
Livestock and Livestock Products Act	DOA/P-PU-075
stockyard dealers	DOA/P-PU-160
stockyard members and employees	DOA/P-PU-155
Loan sharking	
criminal intelligence investigations	CMP/P-PU-015
Loans see Assistance, financial	
Local Economic Development Assistance Program (LEDA)	EIC/P-PU-070
Local Employment Assistance and Development program (LEAD) projects (formerly LEAP and LEDA)	EIC/P-PU-115
Local Employment Assistance Program (LEAP)	EIC/P-PU-070
Long Term Disability Plan	DSS/P-CE-703
Lord's Day Act	
applications from motor vehicle carriers	CTC/P-PU-035

M

Key Words	PIB No.
Mail	
enquiries, complaints, claims	CPC/P-PU-030
investigations into illegal use	CPC/P-PE-824 CPC/P-PU-085
theft investigations	CPC/P-PU-085
transportation contracts	CPC/P-PU-035
Mailing lists	
scientific information and publications	NRC/P-PU-080
Management Excellence in Small Business Program, applicants to	RIE/P-PU-045
Manuscripts, scientific	
submitted for publication	NRC/P-PU-040
Marine engineer certificates of competency	DOT/P-PU-035
Marketing	
fresh fruits and vegetables	DOA/P-PU-090
Marriages	
statistics	STC/P-PU-035
Media accreditation	
applicants for	CMP/P-PU-060
Medical advisors	
to the Atomic Energy Control Board	AEC/P-PU-005
Medical follow-up study files, long-term	STC/P-PU-076
Medical practitioners, independent	
EIC/second opinion for claimants	EIC/P-PU-190
Medical records	
Canadian Regular Forces and dependants	DND/P-PE-810
immigration	NHW/P-PU-010
prosthetic	NHW/P-PU-025
public servants	NHW/P-CE-701
Yukon miners	INA/P-PU-160
Medical research	
applicants for funding	MER/P-PU-010
council member nominations	MER/P-PU-020
grants to health scientists	MER/P-PU-005
proposed projects for funding	MER/P-PU-015
review of proposals for grants	MER/P-PU-025
Medications	
statistics	STC/P-PU-075
Merchant seamen	
records of service	DOT/P-PU-040
Merchant Seamen Compensation Act	LAB/P-PU-030
Merit award program	
Department of National Defence	DND/P-PE-826
Merit listings	
Canadian Forces (non-commissioned members)	DND/P-PE-841
Canadian Forces (officers)	DND/P-PE-840
Metals, heavy	
exposure to	NHW/P-PU-005
Meteorology see Atmospheric science	
Methadone, practitioners authorized to purchase, prescribe or dispense	NHW/P-PU-060

Key Words	PIB No.
Metric Commission	
committee membership records of	CCA/P-PU-115
information bank	CCA/P-PU-120
Metric conversion	
workers' tools assistance program	CCA/P-PU-110
Migratory birds	
permit information	DOE/P-PU-005
Milk producers	
records	CDC/P-PU-005
Mining	
Yukon miners' medical records	INA/P-PU-160
Ministerial/presidential correspondence	
Canada Post	CPC/P-PE-826 CPC/P-PU-100
Minorities, visible	
survey of public servants	TBS/P-CE-706
Mint	
labour time reports	RCM/P-PE-801
mail orders	RCM/P-PU-005
Mortgage Backed Securities Program	
National Housing Act	CMH/P-PU-125
Mortgage Rate Protection Program	CMH/P-PU-105
Mortgages	
Assisted Home Ownership Program (AHOP)	CMH/P-PU-010
Canada Mortgage Renewal Program (CMRP)	CMH/P-PU-025
Canadian Homeownership Stimulation Plan (CHSP)	CMH/P-PU-025
CMHC guarantee of payment on securities	CMH/P-PU-125
CMHC lawyers and notaries	CMH/P-PU-065
CMHC remittance to investors	CMH/P-PU-020
insured loans	CMH/P-PU-040
loan accounts administered by CMHC	CMH/P-PU-005
National Housing Act files	CMH/P-PU-015
rate protection	CMH/P-PU-105
requests for CMHC disclosure of information	CMH/P-PU-110
Motor vehicles	
accident claims	CCA/P-PU-020
accident claims/employees	NMC/P-PE-801
accidents, awards, training/Canada Post	CPC/P-PE-825
accidents, Department of National Defence	DND/P-PU-005
accidents/Canada Post	CPC/P-PU-050
proposed acquisition of bus and truck companies	CTC/P-PU-030
Sunday transportation of goods	CTC/P-PU-035
Musicians	
National Arts Centre	NAC/P-PU-025

N

Key Words	PIB No.
Narcotic drugs see Drugs, narcotic and restricted	
National Arts Centre see Arts centre	
National Battlefields Commission	
employee records	DOE/P-PU-801
National Cancer Incidence Reporting System	STC/P-PU-065
National Defence Act	
court martial proceedings	DND/P-PE-830
National Defence fingerprint file	DND/P-PE-801
National Directory of Community Shelter Planners	PWC/P-PU-060
National Dosimetry Service	NHW/P-PU-080
National Graduates Survey, 1984	STC/P-PU-100
National Health Research and Development Program (NHRDP)	NHW/P-PU-100
activities approved for funding	NHW/P-PU-105
National Housing Act	
home improvement loans	CMH/P-PU-045
insured loans	CMH/P-PU-040
loan files	CMH/P-PU-015
mortgage assistance	CMH/P-PU-025
mortgages	CMH/P-PU-125
research scholarships	CMH/P-PU-055
National Indigenous Development Program	
applicant files	PSC/P-PU-130
seconded employees	PSC/P-PE-804
National Industrial Training Program	
participant follow-up	EIC/P-PU-345
National Institutional Training Program	EIC/P-PU-045
follow-up	EIC/P-PU-100
participant follow-up	EIC/P-PU-340
National parks	
visitor surveys	DOE/P-PU-060 DOE/P-PU-065
National Personnel Records Centre	PAC/P-CE-701
National Registration Records, 1940	STC/P-PU-010
National Welfare Fellowship	NHW/P-PU-190
Native Economic Development Program (NEDP)	RIE/P-PU-060
Native peoples	
adult care services	INA/P-PU-030
band financial information	INA/P-PU-095
economic development assistance	INA/P-PU-075
education by DIAND	INA/P-PU-045
education, post-secondary	INA/P-PU-050
employment/public service	PSC/P-PE-804 PSC/P-PE-805
Eskimo Loan Fund	INA/P-PU-135
exposure to heavy metals	NHW/P-PU-005
family and children services	INA/P-PU-025
farm credit loans to Indians	INA/P-PU-085
financial assistance	INA/P-PU-080
grants for advancement of Inuit culture	INA/P-PU-145
grants to law students	JUS/P-PU-035
health centre records	NHW/P-PU-020
hospital care records	NHW/P-PU-015
Indian and Métis artists	INA/P-PU-200
Indian band trust funds	INA/P-PU-120
Indian estates and savings	INA/P-PU-105
Indian individual's trust funds	INA/P-PU-125
Indian lands registry	INA/P-PU-090
Inuit art	INA/P-PU-146
Inuktitut language development	INA/P-PU-175
lease holders on Indian lands	INA/P-PU-100
off-reserve housing assistance	INA/P-PU-005
on-reserve housing assistance	INA/P-PU-010 INA/P-PU-015
on-the-job training	INA/P-PU-170
operation of DIAND schools	INA/P-PU-055
public servants, survey of	TBS/P-CE-706
public service in the North	PSC/P-PU-125 PSC/P-PU-130
registered Indians and Indian band members	INA/P-PU-110
residence and group home students	INA/P-PU-035
Rural and Native Housing Program	CMH/P-PU-030
scholarships	INA/P-PU-060
social assistance	INA/P-PU-020
student boarding	INA/P-PU-040

Key Words	PIB No.
Native peoples (*continued*)	
treaty and interest payments to Indians	INA/P-PU-130
treaty obligations	INA/P-PU-115
vocational counselling	INA/P-PU-165
NATO	
Agriculture Canada employees	DOA/P-PE-804
forces in Canada/damage claims	DND/P-PU-020
Natural sciences research	
grant applications, group	SER/P-PU-010
grant applications, individual	SER/P-PU-005
grants to senior university researchers	SER/P-PU-020
membership in NSERC, files concerning	SER/P-PU-025
reviewers of grant proposals	SER/P-PU-050
New Employment Expansion and Development (NEED) program	EIC/P-PU-130
project funding	EIC/P-PU-120
Newfoundland Forces (World War II) personnel records	PAC/P-CE-713
Non-destructive testing	
CANMET	EMR/P-PU-015
Non-public fund (NPF) employees of the Canadian Forces	DND/P-PE-803
applicant and benefits programs file	DND/P-PE-804
personnel index card	DND/P-PE-802
North Atlantic Treaty Organization see NATO	
Northern Careers Program	
applicant files	PSC/P-PU-125
seconded employees	PSC/P-PE-805
NPF employees see Non-public fund employees of the Canadian Forces	
NRC journals	
manuscripts	NRC/P-PU-040
NRC/CNRS Scientific Cooperation Program	NRC/P-PU-030
Nuclear energy see Atomic energy	
Nurses, registered	
statistics	STC/P-PU-050
Nursing station files, federal	NHW/P-PU-020

O

Key Words	PIB No.
Occupational hazards	
hazardous chemical exposure	NHW/P-PU-035
heavy metal exposure	NHW/P-PU-005
radiation exposure	.NHW/P-PU-080
Occupational health and safety	
Canada Post	CPC/P-PE-808
Department of National Defence, accidents and injuries	DND/P-PE-829
Export Development Corporation	EDC/P-PU-806
inspection officers under Atomic Energy Control Regulations	AEC/P-PU-010
licensing of provincial inspectors	LAB/P-PU-020
medical advisors to the AECB	AEC/P-PU-005
Yukon miners	INA/P-PU-160
Occupational Health and Safety (standard bank of information)	
see identifier P-SE-907, if available, in chapter concerning relevant institution	
Ocean Dumping Control Act	DOE/P-PU-040
Ocean science	
applications for grants	DFO/P-PU-025
manuscript reviews	DFO/P-PU-020
Oceanographic data	
requests for information	DFO/P-PU-045
Officer Candidate Training plan	
Canadian Forces	DND/P-PE-853
Official languages	
complaints and audits	COL/P-PE-801 COL/P-PU-005
Export Development Corporation	EDC/P-PU-805
information distribution lists	COL/P-PU-010
orientation interview reports	PSC/P-PU-100
PSC advanced candidate files	PSC/P-CE-737
PSC advanced participant files	PSC/P-CE-738
PSC assessment of second language examiners	PSC/P-CE-715
PSC exclusion order records	PSC/P-CE-717
PSC language review committee files	PSC/P-CE-716 PSC/P-PU-045
PSC language training files	PSC/P-CE-741 PSC/P-PU-110
PSC language training requests	PSC/P-CE-740
PSC orientation interview reports	PSC/P-CE-739
PSC questionnaire and diagnostic test results	PSC/P-CE-736 PSC/P-PU-115
PSC second language assessment	PSC/P-CE-714 PSC/P-PU-035
PSC second language evaluation test results	PSC/P-CE-718 PSC/P-PU-030
requests for information	COL/P-PE-802
requests to PSC for language training	PSC/P-PU-105
training assignment program	TBS/P-CE-713
training of public servants	TBS/P-CE-704
Official Languages (standard bank of information)	
see identifier P-SE-906, if available, in chapter concerning relevant institution	
Official Languages Information System (OLIS)	TBS/P-CE-703
Oil and gas exploration	EMR/P-PU-045
Oil substitution	
COSP grants	EMR/P-PU-025
Old Age Security	
application information	NHW/P-PU-120
benefit payments	NHW/P-PU-115
domestic and foreign benefits applications	NHW/P-PU-170
foreign benefits, application information of	NHW/P-PU-175
Order of Canada nominees	NHW/P-PU-240
Outreach Program	
information and evaluation	EIC/P-PU-360
project administration	EIC/P-PU-030

P

Key Words	PIB No.
Pardons, case files on	NPB/P-PU-010
Paris Studios Program case files	CAC/P-PU-015
Parking	
Canada Post employees and contractors	CPC/P-PE-817 CPC/P-PU-045
Export Development Corporation	EDC/P-PU-808
Parking (standard bank of information)	
see identifier P-SE-914, if available, in chapter concerning relevant institution	

Key Words	PIB No.
Parks, national	
leaseholds and licences	DOE/P-PU-045
Parole	
case files and board decisions	NPB/P-PU-005
Passenger manifests	
advance booking charter flights	CTC/P-PU-020
Passports	
denials or restrictions	DEA/P-PU-020
lost or stolen, persons having	CMP/P-PU-040
refugees	DEA/P-PU-025
regular/official travel	DEA/P-PU-030
Patent agents	
histories of	CCA/P-PU-070
register of	CCA/P-PU-065
Patents of inventions	CCA/P-PU-060
Pay and Benefits (standard bank of information)	
see identifier P-SE-904, if available, in chapter concerning relevant institution	
Pay records	
Canada Post	CPC/P-PE-815
Canadian Forces (regular)	DND/P-PE-858
CSIS	SIS/P-PE-806
Penitentiaries (see also Inmates)	
admission and discharge records	CPS/P-PU-025
disciplinary measures against offenders	CPS/P-PU-045
employee awards	CPS/P-PE-801
employee work performance and training	CPS/P-PE-802
employment of offenders in	CPS/P-PU-055
inmate sentences, administration of	CPS/P-PU-075
notifications to offenders	CPS/P-PU-040
security incidents	CPS/P-PU-010 CPS/P-PU-065
security threats	CPS/P-PU-005
sensitive information on offenders	CPS/P-PU-035
staffing competitions	CPS/P-PU-100
volunteer workers, records on	CPS/P-PU-090
work opportunities, groups creating	CPS/P-PU-095
Penitentiary Inmate Compensation Regulations	LAB/P-PU-025
Pension fund contributions	
Canadian government annuities	EIC/P-PU-395
Pension Review Board	
appeals	VAC/P-PU-080
Pensions	
appeals	PAB/P-PU-005
benefit applications to CPP*	NHW/P-PU-145
Canadian Forces	DND/P-PE-859
disability treatment benefits for veterans	VAC/P-PU-030
disability/CPP	NHW/P-PU-165
discrimination complaints	HRC/P-PU-005
Halifax Relief Commission Pension Continuation Act	VAC/P-PU-050
veterans	VAC/P-PU-055
Performance Reviews and Employee Appraisals (standard bank of information)	
see identifier P-SE-912, if available, in chapter concerning relevant institution	
Performing Arts Venture Capital Fund	CAC/P-PU-135
Permanent residents	
return permits	EIC/P-PU-275
PERSFILE Automated Index System	PAC/P-CE-701
Personal Harassment (standard bank of information)	
see identifier P-SE-919, if available, in chapter concerning relevant institution	

Key Words	PIB No.
Personnel see Employees; Employee personnel records	
Pesticides	
research	DOA/P-PU-135
Petitions and submissions to the Governor in Council	PCO/P-PU-010
Petroleum and gas	
tax payments on production revenue	RCT/P-PU-060
taxpayer returns on revenue tax	RCT/P-PU-010
Philatelic services	
customer enquiries and mailing list	CPC/P-PU-010
Photographic slides	
Canadian artists	CAC/P-PU-080
Pilot's Establishment Book	PPA/P-PU-030
Pilotage Act	
employees, Great Lakes Pilotage Authority	GLP/P-PE-801
Great Lakes Pilotage Authority	GLP/P-PU-030
Pilotage services	
Pacific/accounts payable	PPA/P-PU-020
Pacific/accounts receivable	PPA/P-PU-015
Pacific/applications for employment	PPA/P-PU-025
Pacific/contracts	PPA/P-PU-005
Pacific/pilot employees	PPA/P-PE-801
Pacific/pilots on contract	PPA/P-PU-030
Pacific/procurement	PPA/P-PU-010
Pilots, marine	
register, Great Lakes Pilotage Authority	GLP/P-PE-801 GLP/P-PU-030
register of certificates and qualifications	APA/P-PU-025 LPA/P-PE-801 LPA/P-PU-030
register of certificates and qualifications, government employees	APA/P-PE-801
Pipelines	
employment applications to NPA	NPA/P-PU-005
expenditure records of the Northern Pipeline Agency	NPA/P-PU-015
loss-of-office contingency payments, Northern Pipeline Agency	NPA/P-PE-801
service contracts with Northern Pipeline Agency	NPA/P-PU-010
Plants and plant materials	
export control	DOA/P-PU-120
import control	DOA/P-PU-115
Police (see also RCMP)	
records relating to security and safety	SGC/P-PU-030
Pollution	
marine waste dumping	DOE/P-PU-040
Population censuses	
microfilmed records	STC/P-PU-005
Pornography	
criminal intelligence investigations	CMP/P-PU-015
Portable Wage Subsidy Program	EIC/P-PU-090
Post-Graduate Training Selection Board	
Canadian Forces	DND/P-PE-816
Post office	
applications for and service	CPC/P-PU-005
contracts for sub	CPC/P-PU-020
Savings banks account information	CPC/P-PU-055
Postage stamps	
design/designers	CPC/P-PU-025
Postal-related crimes	
investigations	CPC/P-PE-824 CPC/P-PU-085

Key Words	PIB No.
Poultry	
egg production	DOA/P-PU-065 DOA/P-PU-070
processing stations	DOA/P-PU-080
registered hatcheries	DOA/P-PU-075
statistics	STC/P-PU-030
Prairie Crop Drought Assistance Program	DOA/P-PU-220
Prairie Grain Advance Payment Act	
delivery and sale records	CWB/P-PU-020
payments and refunds records	CWB/P-PU-010
Prairie Livestock Drought Assistance Program	DOA/P-PU-220
Prisoner of War Index	PAC/P-PU-010
Privacy Act (see also Access to Information and Privacy Acts)	
access requests/Bank of Canada	BOC-P-PU-030
access requests/Canada Post	CPC/P-PE-828 CPC/P-PU-115
Department of National Defence, requests	DND/P-PE-854
disclosures of information/National Museums	NMC/P-PU-025
disclosures of information/Secretary of State	SSC/P-PU-020
disclosures to federal investigative bodies/External Affairs	DEA/P-PU-040
personal information request forms/Veterans Affairs	VAC/P-PU-100
protection of, under the Criminal Code	SGC/P-PU-035
requests for access/DIAND	INA/P-PU-190
requests for access/EIC	EIC/P-PU-405
requests for access/National Museums	NMC/P-PU-030
requests for disclosure made to Fisheries and Oceans	DFO/P-PU-085
requests for disclosure made to RCMP	CMP/P-PU-050
requests for disclosure made to Statistics Canada	STC/P-PE-802
requests for disclosure to Canada Council	CAC/P-PU-140
requests for disclosure to federal investigative bodies/Bank of Canada	BOC-P-PU-025
requests for disclosure to federal investigative bodies/Canada Post	CPC/P-PU-090
requests for disclosure to federal investigative bodies/Customs and Excise	RCC/P-PE-804
requests for disclosure to federal investigative bodies/Employment and Immigration	EIC/P-PU-400
requests for disclosure/DIAND	INA/P-PU-195
requests for disclosures to federal investigative bodies/Penitentiary Service	CPS/P-PU-021
requests for information/Agriculture	DOA/P-PU-195
requests for information/Finance	FIN/P-PU-015
requests/Canadian Transport Commission	CTC/P-PU-040
requests/Customs and Excise	RCC/P-PU-070
requests/Energy, Mines and Resources	EMR/P-PU-030
requests/National Defence	DND/P-PU-030
Processed food products	
inspection and registration	DOA/P-PU-095
Property	
acquisition/Canada Ports Corporation	CPO/P-PU-015
appraisers	PWC/P-PU-030
leased from Public Works	PWC/P-PU-020
leased in national parks	DOE/P-PU-040
management	PWC/P-PU-015
rented by federal government	PWC/P-PU-005
surplus	PWC/P-PU-035
veterans	VAC/P-PU-065

Key Words	PIB No.
Proposals, unsolicited	
grants for peace and security	CIP/P-PU-005
received by DOC	DOC/P-PU-050
received by EMR	EMR/P-PU-030
received by National Research Council	NRC/P-PU-026
Prosecutions	
legal files/federal statutes	JUS/P-PU-015
Prospectors' Assistance Program	
applications for grants	INA/P-PU-155
Prosthetics	
accounting records	NHW/P-PU-030
medical records	NHW/P-PU-025
Prostitution	
criminal intelligence investigations	CMP/P-PU-015
Protected persons, internationally	
security assessments relating to	CMP/P-PU-025
Provincial government	
individuals' security assessments	SIS/P-PU-005
Psychiatric treatment centres	
inmates, federal	CPS/P-PU-061
Public Officers' Guarantee Regulations	
Revenue Canada Customs and Excise	RCC/P-PE-803
Public service (see also Employees)	
access request data banks	PSC/P-PU-120
advanced language training candidate files	PSC/P-CE-737 PSC/P-CE-738
annuitants under old pension Acts, statistics on	DSS/P-CE-701
anti-discrimination case files	PSC/P-CE-701 PSC/P-PU-005
appeal hearing files	PSC/P-CE-702
applicant inventory	PSC/P-CE-708 PSC/P-PU-015
applicant inventory referral files	PSC/P-PU-020
applicant inventory referral files (SM/EX groups)	PSC/P-CE-710
applications for consent to prosecute	SRB/P-CE-707
applications for employment	PSC/P-CE-744
appointment information	PSC/P-CE-722
attendance and leave data	TBS/P-CE-718
CAP and SDP nominees	PSC/P-CE-751
Career Assignment Program assessment and career counselling data	PSC/P-CE-724
Career Assignment Program assessment files	PSC/P-CE-726 PSC/P-PU-055
Career Assignment Program participant files	PSC/P-CE-725 PSC/P-PU-050
Career Orientation Program applicant inventory	PSC/P-PE-802
Career Orientation Program participant file	PSC/P-PE-803
compensation records	LAB/P-CE-701
complaints of unfair practices	SRB/P-CE-703
course registration information	PSC/P-CE-735
Crown housing	PWC/P-CE-701
current appointments file	PSC/P-CE-742
determiniation of designated positions	SRB/P-CE-708
employee exclusion records	TBS/P-CE-714
employee position abandonment files	PSC/P-CE-713
employees appointed under exclusion order	PSC/P-CE-704
employees released or demoted	PSC/P-CE-706
EX/SM and Special Assignment Pay Plan positions	PSC/P-PE-801
examination results	PSC/P-CE-711

Key Words	PIB No.
Public service (*continued*)	
exclusion of employees from bargaining units	SRB/P-CE-702
extension of time to present a grievance	SRB/P-CE-705
former civilian, DSS superannuation records on	PAC/P-CE-704
former civilian, medical records on	PAC/P-CE-705
former civilian, personnel records of	PAC/P-CE-702
former civilian, PSC records on	PAC/P-CE-703
former military and civilian	PAC/P-CE-701
grievance data	TBS/P-CE-721
grievances	SRB/P-CE-701
incumbent data	TBS/P-CE-723
individuals' security assessments	SIS/P-PU-005
insurance plans	DSS/P-CE-703
Interchange Canada assignment files	PSC/P-CE-730 PSC/P-PU-075
Interchange Canada, management category applicants	PSC/P-CE-731
inventory of applicants for Interchange Canada	PSC/P-PU-065
inventory of applicants for Management Category	PSC/P-PU-065
investigations directorate files	PSC/P-CE-703
investigations files	PSC/P-PU-010
language orientation interview reports	PSC/P-CE-739
language questionnaire and diagnostic test results	PSC/P-PU-115
language requirements and levels, records of	TBS/P-CE-703
language review committee files	PSC/P-CE-716 PSC/P-PU-045
language test results	PSC/P-CE-736
language training	TBS/P-CE-704
language training file	PSC/P-PU-110
language training files	PSC/P-CE-741
language training, orientation interview reports	PSC/P-PU-100
language training requests	PSC/P-CE-740
lateral transfer file	PSC/P-CE-719
leave of absence to seek election	PSC/P-CE-705
leave without pay data	TBS/P-CE-720
management category central employee records	PSC/P-CE-728
management category competition files	PSC/P-CE-732 PSC/P-PU-090
management resources information	PSC/P-CE-734
management resources information for Interchange Canada	PSC/P-CE-734
management resources information for International Assignments	PSC/P-CE-734
management resources information system	PSC/P-PU-085
native peoples	PSC/P-PE-804 PSC/P-PE-805
official language exclusion order records	PSC/P-CE-717
overtime data	TBS/P-CE-717
pay and benefits entitlement	TBS/P-CE-716
personnel records	TBS/P-CE-705
personnel selection files	PSC/P-CE-712 PSC/P-PU-040
professional or management course registration	PSC/P-PU-095
PSC examination results	PSC/P-PU-025
PSSRB decisions, requests to review	SRB/P-CE-706
PSSRB service contracts	SRB/P-PU-010
regular/official travel passports	DEA/P-PU-030

Key Words	PIB No.
Public service (*continued*)	
requests to PSC for language training	PSC/P-PU-105
revocation of certification	SRB/P-CE-704
second language assessment	PSC/P-CE-714 PSC/P-PU-035
second language evaluation (SLE) examiners	PSC/P-CE-715
second language evaluation test results	PSC/P-CE-718 PSC/P-PU-030
security information	PCO/P-PU-010
senior management records	TBS/P-CE-715
senior personnel inventories	PSC/P-CE-750
separations	PSC/P-PU-140
Special Development Program participant files	PSC/P-CE-725
staff investigation files	PSC/P-CE-720
staffing officer training files	PSC/P-CE-721
staffing records	PSC/P-CE-707
statutory and administrative priorities system	PSC/P-CE-709
superannuation files	DSS/P-CE-702
survey of Indian and Inuit, disabled persons, and visible minorities	TBS/P-CE-706
suspected criminal activity	PWC/P-PE-801
telephone calls, government	DOC/P-PU-040
training and development data	TBS/P-CE-719
travel and relocation expenses of Treasury Board employees	TBS/P-PE-801
voluntary early retirement data/management	TBS/P-CE-722
women's career counselling and referral bureau files	PSC/P-CE-723
women's talent bank	ASW/P-PU-005 OSW/P-PU-005
Public Service Health Medical Review Board files	NHW/P-CE-702
Public Service Terms and Conditions of Employment and Regulations	
Revenue Canada Customs and Excise	RCC/P-PE-803
Public Services Management Insurance Plan (PSMIP)	DSS/P-CE-703

Q

Key Words	PIB No.
Quality control	
processed food products	DOA/P-PU-095
seeds	DOA/P-PU-100
Quality of working life	
contracts and agreements	LAB/P-PU-010
resource persons and consultants	LAB/P-PU-015
Québec Pension Plan	
appeals	PAB/P-PU-005

R

Key Words	PIB No.
Racetrack operations	
drug control	DOA/P-PU-126
pari-mutuel betting	DOA/P-PU-125
Radiation exposure	NHW/P-PU-080
AECB staff records	AEC/P-PE-802
Radio installations, illegal	
prosecutions concerning	DOC/P-PU-020

Key Words	PIB No.
Radio interference	
complaints concerning	DOC/P-PU-015
Radio operators	
certificate holders	DOC/P-PU-005
licensing information	DOC/P-PU-010
Rail accident investigations	
Railway Transport Committee	CTC/P-PU-005
RCMP (see also Police)	
administrative records	CMP/P-PE-807
applicants	CMP/P-PU-070
auxiliary police	CMP/P-PE-809
awards	CMP/P-PU-090
Commissions of Enquiry	SGC/P-PU-055
discipline and misconduct records	CMP/P-PE-805
employee grievance records	CMP/P-PE-804
enquiries concerning	CMP/P-PU-085
municipal employees, staff files on	CMP/P-PE-811
pay and relocation records	CMP/P-PE-806
personnel and administrative records	SGC/P-PU-045
personnel operational records	SGC/P-PU-050
police casuals	CMP/P-PE-810
security records for	SGC/P-PU-025
Security Service Records	SGC/P-PU-055
staff medical records	CMP/P-PE-808
staff records	CMP/P-PE-801
staff service records	CMP/P-PE-802
staff transfer, promotion, officer candidate assessment, staffing action	CMP/P-PE-803
temporary civilian employees	CMP/P-PE-810
RCMP Internship Program	CMP/P-PU-010
RCMP Supernumerary Special Constable Program	CMP/P-PU-010
Real property, purchase and management	
Canada Post	CPC/P-PU-040
Refugees	
Convention Refugee status	EIC/P-PU-320
Host Program	EIC/P-PU-226
Indochinese survey	EIC/P-PU-375
passport applications	DEA/P-PU-025
records of Immigration Appeal Board	IAB/P-PU-005
sponsors and sponsor groups	EIC/P-PU-310 EIC/P-PU-315
Registered Home Ownership Savings Plan (RHOSP)	
trustee tax returns	RCT/P-PU-020
Registered Retirement Savings Plan (RRSP)	
trustee tax returns	RCT/P-PU-020
Relocation	
Bank of Canada employees	BOC/P-PE-801
Canada Post employees	CPC/P-PE-816
Renal failure patients	
statistics	STC/P-PU-060
Rescue co-ordination centres	
Department of National Defence	DND/P-PU-050

Key Words	PIB No.
Research	
Agriculture Canada employees	DOA/P-PE-802
Canadian agricultural	DOA/P-PU-130
Canadian Wildlife Service	DOE/P-PU-035
environmental sciences	DOE/P-PU-010
international development awards	IDR/P-PU-005
inventory of contractors in field of criminal justice	SGC/P-PU-065
medical see Medical research	
NRC members	NRC/P-PU-005
pesticide	DOA/P-PU-135
proposals and projects in criminal justice	SGC/P-PU-015
researchers authorized to use restricted drugs	NHW/P-PU-040
sources for government	DSS/P-PU-010
unsolicited proposals/Energy, Mines and Resources	EMR/P-PU-040
water resources	DOE/P-PU-030
Research Associateship Program	
applicant inventory	NRC/P-PU-065
Research Associateships, CIDA/NSERC	SER/P-PU-030
Residential Rehabilitation Assistance Program (RRAP)	CMH/P-PU-035
Royal Canadian Air Force (RCAF) personnel records	PAC/P-CE-708
Rural and Native Housing Emergency Repair Program (ERP)	CMH/P-PU-035
Rural and Native Housing Program	CMH/P-PU-030
purchase or lease of CMHC property	CMH/P-PU-050

S

Key Words	PIB No.
Sabotage	
individuals who may be engaged in	SGC/P-PU-055
personal information relating to	SGC/P-PU-025
Safety see Occupational health and safety	
St. Lawrence Seaway Authority see Seaway, St. Lawrence	
Salmonella disease	DOA/P-PU-006
SARSTATS MK II	
Department of National Defence	DND/P-PU-050
Scholarships (see also Assistance, financial; Fellowships; Grants)	
clothing industry	RIE/P-PU-015
Design Canada	RIE/P-PU-030
Duff-Rinfret Scholarship applicants	JUS/P-PU-040
engineering	SER/P-PU-015
food industry	RIE/P-PU-035
footwear and tanning industries	RIE/P-PU-020
footwear design	RIE/P-PU-025
housing research	CMH/P-PU-055
native peoples	INA/P-PU-060
natural sciences	SER/P-PU-015
Science Procurement Information Network (SPIN)	DSS/P-PU-010
Scientific and technical information	
data bank	NRC/P-PU-035
deposit accounts	NRC/P-PU-050
mailing lists	NRC/P-PU-080
Scientific exchange programs, international	SER/P-PU-030

Key Words	PIB No.
Scientists	
exchanges and secondments	NRC/P-PU-070
letters of recommendation	NRC/P-PU-015
visits to France	NRC/P-PU-030
Search and rescue	
Department of National Defence	DND/P-PU-050
Seatbelt use	
statistics	STC/P-PU-075
Seaway International Bridge Corporation	
accident claims	SLS/P-PU-070
accounts payable	SLS/P-PU-075
accounts receivable	SLS/P-PU-080
bridge passes	SLS/P-PU-120
construction contracts	SLS/P-PU-090
easements	SLS/P-PU-115
passes	SLS/P-PU-120
procurement contracts	SLS/P-PU-085
professional service contracts	SLS/P-PU-100
property or services to be leased or licensed	SLS/P-PU-110
property to be expropriated	SLS/P-PU-105
purchase orders and tenders	SLS/P-PU-095
Seaway, St. Lawrence	
accidents and claims	SLS/P-PU-005
accounts payable	SLS/P-PU-010
accounts receivable	SLS/P-PU-015
construction contracts	SLS/P-PU-030
easements	SLS/P-PU-065
letters patent	SLS/P-PU-050
procurement contracts	SLS/P-PU-025
professional service contracts	SLS/P-PU-040
property or services to be leased or licensed	SLS/P-PU-060
property to be expropriated	SLS/P-PU-055
purchase orders and tender files	SLS/P-PU-035
service contracts	SLS/P-PU-045
suppliers	SLS/P-PU-020
Security	
clearance, Department of National Defence	DND/P-PE-834
clearance investigation bank	PCO/P-PE-801 PCO/P-PU-025
clearance records, Export Development Corporation	EDC/P-PU-807
clearance records of federal employees or contractors	SGC/P-PU-040
clearance records, RCMP	CMP/P-PU-065
clearance records/industry,	DSS/P-PU-015
criminal intelligence records	SGC/P-PU-030
danger to Canada/entry or re-entry information	EIC/P-PU-065
danger to Canada/visitors	EIC/P-PU-260
Department of National Defence fingerprint file	DND/P-PE-801
employee and contractor clearance/Canada Post	CPC/P-PE-821 CPC/P-PU-070
employee and contractor reliability checks/ Canada Post	CPC/P-PE-822 CPC/P-PU-075
espionage- or sabotage-related activities/ individuals	SIS/P-PU-010 SIS/P-PU-015
incidents on government property	CMP/P-PU-055
individuals' assessments/governments	SIS/P-PU-005
information files, Department of National Defence	DND/P-PU-040
intelligence records on individuals	SIS/P-PU-010 SIS/P-PU-015
Security (*continued*)	
persons allowed access to VIPs	CMP/P-PU-060
persons involved in threats against VIPs	CMP/P-PU-055
persons posing a risk to national	PCO/P-PU-005
policy and operational records	SGC/P-PU-025
records on certain persons	CMP/P-PU-025
Security agencies, provincial	
applications for licence	CMP/P-PU-020
Security Clearances (standard bank of information)	
see identifier P-SE-909, if available, in chapter concerning relevant institution	
Security, penitentiary	
criminals and organizations, records on	CPS/P-PU-005
incidents	CPS/P-PU-010 CPS/P-PU-065
Seed	
certification and sales	DOA/P-PU-105
Seed Act	
handling and sale of seed	DOA/P-PU-105
quality, labelling and advertising	DOA/P-PU-100
Seed potatoes	
crop certification	DOA/P-PU-110
Seed producers and growers	
quality information	DOA/P-PU-100
Self-employment	
Canada Pension Plan contributions	NHW/P-PU-140
Shelter planners, community	PWC/P-PU-060
Shielding analysts, register of	PWC/P-PU-055
Shipping	
certificates of competency and service, master and mate	DOT/P-PU-030
certificates of competency, marine engineer	DOT/P-PU-035
merchant seamen service records	DOT/P-PU-040
Shipworkers	
claims for compensation	LAB/P-PU-030
Skill Investment Program	
contribution agreement	EIC/P-PU-121
expense claims	EIC/P-PU-056
follow-up results	EIC/P-PU-101
trainee documentation	EIC/P-PU-094
Skill Shortages Program	
contribution agreement	EIC/P-PU-096
expense claims	EIC/P-PU-131
follow-up results	EIC/P-PU-101
trainee documentation	EIC/P-PU-061
Small business	
CASE counsellors	BDB/P-PU-005
grants, management excellence	RIE/P-PU-045
Small Farm Development Program	
demonstrations	DOA/P-PU-175
department employees	DOA/P-PE-801
Social assistance	
approval of special-need items	NHW/P-PU-210
Indian adult care	INA/P-PU-030
Indian and Inuit Affairs program	INA/P-PU-020
Social insurance number (SIN)	
individual records	EIC/P-PU-390
validation of	NHW/P-PU-150

Key Words	PIB No.
Social sciences	
fellowship adjudication records	SHR/P-PU-045
fellowship applicants	SHR/P-PU-010
grant application records	SHR/P-PU-035
grant financial system controls	SHR/P-PU-055
grant statistical analyses	SHR/P-PU-060
on-line history file of grant applicants	SHR/P-PU-040
research grant adjudication records	SHR/P-PU-050
research grant applicants' history	SHR/P-PU-005
research grant applications	SHR/P-PU-015
strategic grant applications	SHR/P-PU-020
Social sciences and humanities	
assessment of projects	SHR/P-PU-070
candidates for membership in research council	SHR/P-PU-065
Social security, international	
payment history	NHW/P-PU-170
Social work services	
Canadian Forces and dependants	DND/P-PE-812
Socioeconomic studies and surveys	
national parks	DOE/P-PU-060
Soil and water conservation	
program information	DOA/P-PU-220
Solar technology, proposals for development of	PWC/P-PU-050
Solicitor General	
access to information requests	SGC/P-PU-005
employment applications to office of	SGC/P-PU-010
employment development projects and proposals	SGC/P-PU-060
inventory of contractors in field of criminal justice research	SGC/P-PU-065
Southwest Saskatchewan Irrigation Project	DOA/P-PU-220
Special Development Program (SDP)	
nominee and selection files	PSC/P-CE-751
participant files	PSC/P-CE-725
Special Groups Identification Survey	TBS/P-CE-706
Special services, personnel	
Canada Post	CPC/P-PE-812
Sponsors	
for refugees/local groups and incorporated organizations	EIC/P-PU-315
for refugees/national organization	EIC/P-PU-310
Sport associations, inventory of candidates for	NHW/P-PU-225
Spouse's Allowance	
application information	NHW/P-PU-120
benefit payments	NHW/P-PU-115
Squadron personal file	
Canadian military colleges	DND/P-PE-845
Staffing	
Export Development Corporation	EDC/P-PU-803
internal	PSC/P-PU-135
priority list/DIAND	INA/P-PE-801
Staffing (standard bank of information)	
see identifier P-SE-902, if available, in chapter concerning relevant institution	
Staffing and employment	
applications, requests/Canada Post	CPC/P-PU-095
Canada Post	CPC/P-PE-801
Staffing and performance	
Canada Post	CPC/P-PE-804
Stamp clubs	
customer enquiries and mailing list	CPC/P-PU-010
Stamps, postage	
designs/designers	CPC/P-PU-025
vendors/sales and permits	CPC/P-PU-015

Key Words	PIB No.
Standards	
of conduct compliance records	PCO/P-PU-030
research grant applications	SDC/P-PU-005
Statistics	
agriculture	STC/P-PU-030
alcohol use	STC/P-PU-075
births and stillbirths	STC/P-PU-035
cancer patients	STC/P-PU-065
customs assaults	RCC/P-PU-010
customs complaints	RCC/P-PU-005
deaths	STC/P-PU-035
dental hygienists	STC/P-PU-045
disability	STC/P-PU-075
discharged hospital patients	STC/P-PU-055
divorce	STC/P-PU-040
employee selections, Statistics Canada	STC/P-PE-801
grain/grain growers	CWB/P-PU-015
health services and problems	STC/P-PU-075
homicide	STC/P-PU-025
marriages	STC/P-PU-035
medical follow-up study files	STC/P-PU-076
medications	STC/P-PU-075
nurses, registered	STC/P-PU-050
official languages	COL/P-PE-802 COL/P-PU-010
renal failure patients	STC/P-PU-060
search and rescue	DND/P-PU-050
seatbelt use	STC/P-PU-075
students, postsecondary	STC/P-PU-095
students, university	STC/P-PU-090
teachers, elementary and secondary	STC/P-PU-080
teachers, postsecondary	STC/P-PU-085
tobacco use	STC/P-PU-075
tuberculosis patients	STC/P-PU-070
Stockyards	
dealers' information	DOA/P-PU-160
firms, members and employees	DOA/P-PU-155
Student Summer Research Assistants Program	JUS/P-PU-055
Students	
boarding/native peoples	INA/P-PU-040
case files and records on foreign	EIC/P-PU-290
Challenge '85/employment	EIC/P-PU-140
Challenge '86/employment	EIC/P-PU-046
employment programs	EIC/P-PU-046
interest subsidies for loans	SSC/P-PU-045
law, exchange programs	JUS/P-PU-100
loans, default claims/master files	SSC/P-PU-035
loans, individual default claims	SSC/P-PU-025
loans to full-time students	SSC/P-PU-030
loans to part-time students	SSC/P-PU-040
National Graduates Survey, 1984	STC/P-PU-100
postsecondary, statistics on	STC/P-PU-095
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LISTING OF UNIQUE INSTITUTIONAL IDENTIFIERS

AEC	Atomic Energy Control Board
APA	Atlantic Pilotage Authority
ASB	Canadian Aviation Safety Board
ASW	Advisory Council on the Status of Women
BDB	Federal Business Development Bank
BOC	Bank of Canada
CAC	Canada Council
CCA	Consumer and Corporate Affairs, Department of
CCC	Canadian Commercial Corporation
CDC	Canadian Dairy Commission
CDI	Canada Deposit Insurance Corporation
CEO	Office of the Chief Electoral Officer
CFD	Canadian Film Development Corporation
CIP	Canadian Institute for International Peace and Security
CIT	Canadian Import Tribunal
CLF	Canadian Livestock Feed Board
CLN	Canada Lands Company Limited
CLR	Canada Labour Relations Board
CMH	Canada Mortgage and Housing Corporation
CMP	Royal Canadian Mounted Police
COL	Commissioner of Official Languages, Office of the
CPC	Canada Post Corporation
CPD	Canadian Patents and Development Limited
CPE	Canadian Cultural Property Export Review Board
CPO	Canada Ports Corporation
CPS	Canadian Penitentiary Service
CRT	Canadian Radio-television and Telecommunications Commission
CTC	Canadian Transport Commission
CWB	Canadian Wheat Board
DCL	Defence Construction (1951) Limited
DEA	External Affairs, Department of
DFO	Fisheries and Oceans, Department of
DND	National Defence, Department of
DOA	Agriculture, Department of
DOC	Communications, Department of
DOE	Environment, Department of the
DOT	Transport, Department of
DSS	Supply and Services, Department of
ECC	Economic Council of Canada
EDC	Export Development Corporation
EIC	Employment and Immigration, Department of
EMR	Energy, Mines and Resources, Department of
FCC	Farm Credit Corporation
FIN	Finance, Department of
FPM	National Farm Products Marketing Council
GLP	Great Lakes Pilotage Authority, Limited
HRC	Canadian Human Rights Commission
IAB	Immigration Appeal Board
ICA	Investment Canada
IDA	Canadian International Development Agency
IDR	International Development Research Centre
INA	Indian Affairs and Northern Development, Department of
INS	Insurance, Department of
JUS	Justice, Department of
LAB	Labour, Department of
LPA	Laurentian Pilotage Authority
LRC	Law Reform Commission of Canada
MER	Medical Research Council
MST	Science and Technology, Ministry of State for
NAC	National Art Centre Corporation
NCC	National Capital Commission
NCP	Northern Canada Power Commisssion

LISTING OF UNIQUE INSTITUTIONAL IDENTIFIERS

NEB	National Energy Board
NFB	National Film Board
NHW	National Health and Welfare, Department of
NLC	National Library
NMC	National Museum of Canada
NPA	Northern Pipeline Agency
NPB	National Parole Board
NRC	National Research Council of Canada
NTW	Northwest Territories Water Board
OAG	Officer of the Auditor General
OCG	Comptroller General, Office of the
OCI	Correctional Investigator, Office of the
OHS	Canadian Centre for Occupational Health and Safety
OSW	Status of Women, Office of the Co-ordinator
PAB	Pension Appeals Board
PAC	Public Archives
PCO	Privy Council Office
PPA	Pacific Pilotage Authority
PSC	Public Service Commission
PWC	Public Works, Department of
RCC	National Revenue (Customs and Excise), Department of
RCM	Royal Canadian Mint
RCT	National Revenue (Taxation), Department of
RIE	Regional Industrial Expansion, Department of
RTP	Restrictive Trade Practices Commission
SCC	Science Council of Canada
SDC	Standards Council of Canada
SER	Natural Sciences and Engineering Research Council
SGC	Solicitor General, Department of the
SHR	Social Sciences and Humanities Research Council
SIS	Canadian Security Intelligence Service
SLS	St. Lawrence Seaway Authority, The
SRB	Public Service Staff Relations Board
SSC	Secretary of State of Canada, Department of the
STC	Statistics Canada
TBD	Tariff Board
TBS	Treasury Board (Secretariat)
TCB	Textile and Clothing Board
TCC	Tax Review Board
VAC	Veteran Affairs, Department of
YTW	Yukon Territory Water Board

IV. PERSONAL INFORMATION BANKS BY DEPARTMENT, AGENCY OR CROWN CORPORATION

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ADVISORY COUNCIL ON THE STATUS OF WOMEN

Chapter 1

ADVISORY COUNCIL ON THE STATUS OF WOMEN

Background

Established in 1973, the Canadian Advisory Council on the Status of Women (CACSW) is composed of 30 members appointed by the federal government to bring before the government and the public matters of interest and concern to women, and to advise the Minister responsible for the Status of Women on such topics.

The Council has 27 members appointed for specific terms, with representation from all the provinces and territories, plus a full-time President and two vice-presidents. Council meetings are held at least twice a year in Ottawa.

Overall Responsibilities

In addressing itself to the concerns of all Canadian women, the 30 members of the Council bring forward the particular problems of their regions. Research and background material provide the base upon which Council recommendations are made following deliberation by members at general meetings.

Recommendations for change in legislation and for other measures to improve the status of women are presented to the government through the Minister responsible. The Council has the unique right and responsibility to inform the public of its recommendations at the same time as it reports to Parliament. Council activities — briefs, speeches, responses to current events, open communication with the public — maintain an awareness of the inequalities facing women in Canadian society today.

Access Procedures

Please direct enquiries concerning access to personal information to

Privacy Co-ordinator
Advisory Council on the Status of Women
66 Slater Street
18th Floor
Ottawa, Ontario
K1P 5H1

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

ASW/P-PU-005

Canadian Advisory Council on the Status of Women (CACSW) Talent Bank

The talent bank was established in 1979 at the request of the Minister responsible for the Status of Women for the purpose of promoting greater presence of women on federal boards, commissions and councils. The talent bank files contain the curricula vitae of women with expertise in a variety of areas who would be suitable for appointment to federal bodies. The curricula vitae are used to put forward names of qualified women in anticipation of impending appointments. These files are organized by provinces/territories and by areas of expertise.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for access to

Privacy Co-ordinator
Administration and Personnel
Advisory Council on the Status of Women
66 Slater Street
18th Floor
Ottawa, Ontario
K1P 5H1
Telephone: (613) 992-4975

PARTICULAR BANKS

ASW/P-PE-801 *Formerly Identified as:* ASW/P-SE-915
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000252

STANDARD BANKS

ASW/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion,

including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000245

ASW/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000246

ASW/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000247

ASW/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000248

ASW/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private

organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 000249

ASW/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000250

ASW/P-SE-912
Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees. after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000251

ASW/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settles.
PAC# = 85-001
TBS Registration Number: 000253

DEPARTMENT OF AGRICULTURE

Chapter 2

DEPARTMENT OF AGRICULTURE

Background

The aim of the Department of Agriculture is to develop and assist the Canadian agriculture and food system to provide for the needs of Canadian consumers and export markets in a manner which ensures a dependable supply of safe, nutritious food at reasonable prices; to ensure equitable returns to producers, processors and marketers; and to meet Canadian food and technological aid commitments to international development.

The Minister of Agriculture, the Department and agencies administer 43 Acts concerning food and agriculture industries. The activities of the Department extend from the farmer to the consumer, through all phases of production, processing and marketing of crops and livestock. The Department also assists farmers through crop insurance, price stabilization, and agricultural adjustment programs to alleviate losses caused by the weather, changing markets, and certain other hazards. While the collection and use of personal information is necessary for the performance of most activities, it is especially important for the following activities: research; regulation and licensing of imports and exports of livestock and plant products; control and eradication of animal diseases; and administration of the various loan and subsidy programs.

Access Procedures

Please address enquiries concerning personal information banks controlled by the Department of Agriculture, the Canadian Grain Commission, the Agricultural Stabilization Board, the Prairie Farm Rehabilitation Administration (PFRA), and the Canadian Forestry Service to

Privacy Co-ordinator
Agriculture Canada
Sir John Carling Building
Carling Avenue
Ottawa, Ontario
K1A 0C5

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Food Production and Inspection Branch

DOA/P-PU-005

Livestock Transportation

Description: Information contained in the bank includes records of livestock transported from western to eastern Canada by rail, and to a lesser degree by truck, and indicates both the consignor and consignee of the shipment, the numbers and types of animals involved, and their condition at various points throughout the journey.

Class of Individuals: Consignor, consignee and transporter.

Purpose: The purpose of this information bank is to support the improvement of the conditions under which animals are transported.

Consistent Uses: The use of this bank is to monitor the transportation of animals and particularly livestock in Canada, to identify problems, and to permit corrective action to be taken under the authority of the *Animal Disease and Protection Act* and Regulations.

Retention and Disposal Standards: Information is maintained in this bank for a period of two to 20 years following the shipment.

PAC# = 70-045

Related to COR: DOA/FPI-010

TBS Registration Number: 000870

DOA/P-PU-006

Salmonella and Food-Borne Disease (New)

Description: Information contained in the bank relates to the identity and location of individuals/organizations of interest to officers of the Salmonella and Food-Borne Disease program. It includes their areas of expertise and special interest, membership/position in professional, scientific or industrial organizations or groups, participation in the branch program, and allocation to specific program mailing lists.

Class of Individuals: Information relates to individuals who work in or have interests in Salmonella or other food-borne disease problems.

Purpose: The purpose of this information is to enable the branch program officers to identify and to contact the various individuals with interests in Salmonella and other food-borne disease problems. It also enables grouping of individuals with similar areas of sub-interest or responsibility and allows modified mailing lists.

Retention and Disposal Standards: Records are held for 20 years.

PAC# = 70-045

Related to COR: DOA/FPI-025

TBS Registration Number: 001710

DOA/P-PU-011

Animal Health Importation Program (New)

Description: This bank contains information related to the importation of animals, animal products and by-products, veterinary biologics and related items. Examples are cattle, horses, poultry, animal semen and embryos, meat, animal hides, veterinary vaccines, serums, toxins, etc. The information relates to permits, applications, quarantines, test results, numbers imported, etc.

Class of Individuals: Information relates primarily to Canadian importers and, to a lesser extent, exporters in other countries.

Purpose: To provide statistical information on imported commodities, to enable tracebacks for disease purposes and to provide an inventory of animals, commodities, owners, etc. for reference and consultation purposes.

Consistent Uses: The bank is used primarily for issuing import permits, quarantining animals and birds, import statistic compilation, tracing back from disease outbreaks, verification of legal entry of animals, etc. in Canada.

Retention and Disposal Standards: Information is maintained in this bank for a period of 20 years.

PAC# = 70-045

Related to COR: DOA/FPI-015

TBS Registration Number: 001711

DOA/P-PU-020

Export of Livestock

Description: Information contained in the bank includes names and addresses of livestock owners, numbers and identification of the livestock exported. The files include records on individuals as well as companies involved in the exporting of livestock such as volume of business, value of contracts and purpose of exportation.

Class of Individuals: Livestock owners and companies exporting livestock.

Purpose: The purpose of this information bank is to support the prevention of the export of diseased livestock and to ensure that the livestock meet the health requirements of the importing countries.

Consistent Uses: The bank is used to monitor the export of animals, to issue health certificates, and to establish uniformity of procedures in the operations of quarantine and inspection of livestock for export.

Retention and Disposal Standards: The information is maintained in this bank for a period of five years.

PAC# = 70-045

Related to COR: DOA/FPI-020

TBS Registration Number: 000873

DOA/P-PU-025

Disease Investigation

Description: Information contained in the bank includes reports on herds in which there have been an unusual number of deaths or other uncommon occurrences; reports from veterinary practitioners reporting unusual occurrences in their area; reports from veterinarians in charge of registered establishments reporting high incidence of disease in one particular herd or flock.
Class of Individuals: Livestock owners who have had uncommon occurrences in their herds or flocks.
Purpose: The purpose of this information bank is to support the monitoring of livestock diseases in Canada in accordance with the *Animal Disease and Protection Act*.
Consistent Uses: The primary use of this bank is to report unusual occurrences of animal disease.
Retention and Disposal Standards: Information is maintained in this bank for a period of 20 years.
PAC# = 70-045
Related to COR: DOA/FPI-025
TBS Registration Number: 000874

DOA/P-PU-026

Veterinary Certification/Investigation

Description: This bank contains reports and memos prepared by the regional director, reports by the regional veterinarian supervisor, reports generated by district veterinarians, training records, files on accredited veterinarians and investigative reports.
Class of Individuals: Veterinarians.
Purpose: The purpose of this information bank is to document allegations of non-compliance with proper procedures for certifying livestock by accredited veterinarians for export purposes under the authority of the *Animal Disease and Protection Act* and Regulations.
Consistent Uses: The information will be used to conduct investigations on the ethics of professional veterinarians and to ensure compliance with procedures so as to ensure the international credibility of Canadian export certification.
Retention and Disposal Standards: Records are held for five years.
PAC# = 70-045
Related to COR: DOA/FPI-005
TBS Registration Number: 001713

DOA/P-PU-030

Herd Test Reports on Bovine Tuberculosis

Description: Information contained in the bank includes the number of animals tested, the number of animals suspected of or suffering from tuberculosis, the location where the infected animals were slaughtered, the amount of compensation paid, and a certificate declaring premises free of disease. This information bank records test results on all herds tested for bovine tuberculosis.
Class of Individuals: Livestock owners of animals suspected of or suffering from tuberculosis.
Purpose: The purpose of this information bank is to support the eradication of bovine tuberculosis.
Consistent Uses: Primary use of this bank is to monitor tuberculosis in Canada and to calculate the payment of compensation for animals slaughtered under the *Animal Disease and Protection Act*.
Retention and Disposal Standards: Information is maintained in this bank for a period of 20 years.
PAC# = 70-045
Related to COR: DOA/FPI-025
TBS Registration Number: 000875

DOA/P-PU-035

Embryo Transfer Centres

Description: Information contained in the bank includes the names and identification of parents of embryos, results of tests of parent and recipient animals, records of animals, animal embryos imported into the country by means of recipient animals or for tranfer into recipient animals and records showing the number of animal embryos exported.
Class of Individuals: Individuals whose animals have had embryo transfers performed at embryo tranfer centres.
Purpose: The purpose of this information bank is to support the prevention of disease through the process of animal embryo transfer from donor females into recipient females.
Consistent Uses: The bank is used in the monitoring of embryo transfer centres for registration purposes, issuing export certificates and import permits.
Retention and Disposal Standards: Information is maintained in this bank for a period of 20 years.
PAC# = 70-045
Related to COR: DOA/FPI-025
TBS Registration Number: 000876

DOA/P-PU-040

Herd Test Reports on Brucellosis

Description: Information contained in the bank includes reports on herd owners, the number of animals tested, the number of animals suspected of, or suffering from, brucellosis, the location where the infected animals were slaughtered, the amount of compensation paid, and the certificate declaring premises free of disease.
Class of Individuals: Livestock owners of animals suspected of or suffering from brucellosis.
Purpose: The purpose of this information bank is to aid in the eradication of brucellosis.
Consistent Uses: The information is used to evaluate the program and to calculate the payment of compensation for animals slaughtered under the *Animal Disease and Protection Act*.
Retention and Disposal Standards: Information is maintained in this bank for a period of two to twenty years following the testing of an individual's cattle.
PAC# = 70-045
Related to COR: DOA/FPI-025
TBS Registration Number: 000877

DOA/P-PU-045

Herd Test Reports on Johne's Disease (Paratuberculosis)

Description: Information contained in the bank includes the number of animals tested and the number of animals suspected of or suffering from Johne's disease.
Class of Individuals: Livestock owners of animals suspected of or suffering from Johne's disease.
Purpose: The purpose of this information bank is to support the control of Johne's disease in accordance with the *Animal Disease and Protection Act*.
Consistent Uses: Primary use of this bank is to monitor Johne's disease in Canada.
Retention and Disposal Standards: Information is maintained in this bank for a period of 10 years following the testing of an individual's cattle, sheep or goats.
PAC# = 70-045
Related to COR: DOA/FPI-025
TBS Registration Number: 000878

DOA/P-PU-050

Disease Investigation on Reportable Diseases

Description: Information contained in the bank includes reports on individual herds in which a reportable disease has been diagnosed or suspected.
Class of Individuals: Livestock owners who have a reportable disease in their herd or flock.
Purpose: The purpose of this information bank is to support the eradication and/or control of livestock diseases in Canada which are reportable under the *Animal Disease and Protection Act*.

Consistent Uses: The primary use of this bank is to monitor reportable livestock diseases and payment of compensation.
Retention and Disposal Standards: Information is maintained in this bank for a period of 20 years.
PAC# = 70-045
Related to COR: DOA/FPI-025
TBS Registration Number: 000879

DOA/P-PU-055
Artificial Insemination Units
Description: Information contained in the bank includes reports on owners of male donor animals in the A.I. units; name, identification and test results of the animals; records on the amount of semen being imported into the country to be stored at the A.I. units; and records showing the amount of semen exported.
Class of Individuals: Individuals who have had semen collection of their animals done at artificial insemination units.
Purpose: The purpose of this information bank is to support the prevention of diseases through the use of artificial insemination.
Consistent Uses: This bank is used in the monitoring of artificial insemination units and for issuing licences, export certificates and import permits.
Retention and Disposal Standards: Information is maintained in this bank for a period of seven years.
PAC# = 70-045
Related to COR: DOA/FPI-025
TBS Registration Number: 000880

DOA/P-PU-060
Licensing of Swine Producers Feeding Garbage
Description: Information contained in the bank includes copies of permits issued to individuals showing name, address, location and number of swine on premises, building structure and size, number of swine arriving at the premises, number of swine leaving and the location where they were slaughtered. Files contain applications for all garbage feeders operating in Canada.
Class of Individuals: All garbage feeders who have operated or are operating in Canada.
Purpose: The purpose of this information bank is to support the prevention of the introduction of disease through the feeding of garbage to swine in accordance with the *Animal Disease and Protection Act*.
Consistent Uses: The primary use of this bank is to monitor garbage feeding of swine and to license premises in Canada.
Retention and Disposal Standards: Information is maintained in this bank for five years.
PAC# = 70-045
Related to COR: DOA/FPI-030
TBS Registration Number: 000881

DOA/P-PU-065
Canadian Registered Egg Stations
Description: It contains documentation prepared by federal inspectors on egg station operation and egg station operators' own weekly submissions on station processing of shell eggs.
Class of Individuals: Egg station operators.
Purpose: The purpose of this bank is to provide an historical record on registered egg stations.
Consistent Uses: The primary use of the records is to accumulate for weekly publication a provincial and Canadian record of egg gradings and production for use by the total Canadian poultry industry.
Retention and Disposal Standards: Information is maintained in this bank for a period of four years after the current year and for one year after cancellation of registration.
PAC# = 74-023
Related to COR: DOA/FPI-035
TBS Registration Number: 000882

DOA/P-PU-070
Canadian Processed Egg Stations
Description: The bank contains documentation prepared by federal inspectors on processed egg station operation and processed egg station operators weekly submissions on station output.
Class of Individuals: Processed egg station operators.
Purpose: The purpose of the bank is to provide an historical record on Canadian processed egg stations.
Consistent Uses: The primary use of the bank is to accumulate for weekly publication a provincial and Canadian record of processed egg station output for use by the total Canadian poultry industry.
Retention and Disposal Standards: Information is maintained in this bank for a period of four years after the current year or for one year following cancellation of registration.
PAC# = 74-023
Related to COR: DOA/FPI-035
TBS Registration Number: 000883

DOA/P-PU-075
Canadian Registered Hatcheries (Chicken and/or Turkey)
Description: This bank contains documentation prepared by federal inspectors on hatchery operation and hatchery operators weekly submissions on hatchery output (chicks and/or poults).
Class of Individuals: Chicken/turkey hatchery operators.
Purpose: The purpose of the bank is to provide an historical record on hatcheries registered under the Hatchery Regulations of the *Livestock and Livestock Products Act*.
Consistent Uses: The primary use of the file is to accumulate for weekly publication a provincial and Canadian record of chick and poult production for use by the total Canadian poultry industry.
Retention and Disposal Standards: Information is maintained in this bank for a period of four years after the current year and for one year following cancellation of registration.
PAC# = 74-023
Related to COR: DOA/FPI-035
TBS Registration Number: 000884

DOA/P-PU-080
Canadian Processed Poultry Stations
Description: As per the Processed Poultry Regulations of the *Canada Agricultural Products Standards Act*, this bank contains documentation prepared by federal inspectors on processed poultry station operation and processed poultry station operators weekly submissions on station production.
Class of Individuals: Poultry station operators.
Purpose: The purpose of the bank is to provide an historical record on processed poultry stations.
Consistent Uses: The primary use of the files is to accumulate for weekly publication a provincial and Canadian record of processed poultry stations output for use by the total Canadian poultry industry.
Retention and Disposal Standards: Information is maintained in this bank for a period of four years after the current year and for one year following cancellation of registration.
PAC# = 74-023
Related to COR: DOA/FPI-035
TBS Registration Number: 000885

DOA/P-PU-085
Inspection and Registration — Processed Dairy Products
Description: This bank contains information on the condition of dairy premises, product quality, volumes, prices and countries of origin of imported products.
Class of Individuals: Dairy producers.
Purpose: The purpose of this bank is to support the enforcement of the regulation of dairy products under the mandate of the *Canada Agricultural Products Standards Act* and Regulations.

Consistent Uses: The information is used in regulating the manufacturing, importation, exportation and marketing of dairy products and in the formulation of government policy.
Retention and Disposal Standards: Files are retained for three years.
PAC# = 74-012
Related to COR: DOA/FPI-060
TBS Registration Number: 000886

DOA/P-PU-090
Licensing Agents and Inspection — Fresh Fruits and Vegetables
Description: This bank includes documentation on product grading, labelling and packaging as well as information on dealers, brokers and commission merchants.
Class of Individuals: Dealers, brokers, and commission merchants of fresh fruits and vegetables.
Purpose: The purpose of this bank is to aid enforcement of the *Canada Agricultural Products Standards Act* and Regulations relating to product quality and marketing of fresh fruits and vegetables.
Consistent Uses: The information is used to assist in the maintenance of national quality standards and to assess compliance with regulatory requirements.
Retention and Disposal Standards: Files are retained for three to twenty years.
PAC# = 73-009
Related to COR: DOA/FPI-050
TBS Registration Number: 000887

DOA/P-PU-095
Inspection and Registration — Processed Products
Description: This bank contains documentation on safety, grading, packaging, and labelling of products as well as correspondence and information on food processors, packers, importers, wholesalers, and retailers.
Class of Individuals: Food processors, packers, importers, wholesalers and retailers of processed products.
Purpose: The purpose of this bank is to aid enforcement of the *Canada Agricultural Products Standards Act* and Regulations relating to the quality and safety of processed products, honey and maple products.
Consistent Uses: The information is used to assist in the maintenance of national quality standards and to assess compliance with regulatory requirements.
Retention and Disposal Standards: Records are retained for five to ten years.
PAC# = 73-009
Related to COR: DOA/FPI-045
TBS Registration Number: 000888

DOA/P-PU-100
Seed Quality
Description: This bank contains information on purity, labelling, and advertising of seeds, licensing of crop varieties and production data. Individuals involved in the production, importation, and marketing of seed are identified by name and address.
Class of Individuals: Seed producers and growers.
Purpose: The purpose of this bank is to monitor and to enforce compliance with the *Seed Act* and Regulations respecting quality, labelling, and advertising of seeds.
Consistent Uses: To ensure that seed producers and growers are operating in compliance with the Act and Regulations.
Retention and Disposal Standards: Files are retained for 20 years.
PAC# = 72-025
Related to COR: DOA/FPI-105
TBS Registration Number: 000889

DOA/P-PU-105
Authorization of Establishments to Certify Seed
Description: This bank contains technical information on seed handling equipment, seed sale data and product compliance data.
Class of Individuals: Seed establishment proprietors.
Purpose: The purpose of this bank is to maintain a record of businesses and individuals who have been authorized to tag and seal certified seed, and/or sell certified seed in bulk, along with technical data on the basis of the authorization and subsequent performance of the seed from such establishments in meeting standards under the *Seed Act* and Regulations.
Consistent Uses: To assess on the basis of product performance whether authorization should be continued or withdrawn to certify seed.
Retention and Disposal Standards: These files are retained for 10 years.
PAC# = 72-025
Related to COR: DOA/FPI-095
TBS Registration Number: 000890

DOA/P-PU-110
Seed Potato Crop Certification
Description: This bank contains information on the acreage of potatoes planted as well as the variety, source of the seed and handling procedures, the applicant's name, crop and year.
Class of Individuals: Seed potato growers.
Purpose: The purpose of this bank is to maintain a record of any person wishing to produce seed potatoes in Canada.
Consistent Uses: The information is used to make a preliminary determination as to the acceptability of the applicant for crop inspection.
Retention and Disposal Standards: These files are retained for two to five years.
PAC# = 69-005
Related to COR: DOA/FPI-115
TBS Registration Number: 000891

DOA/P-PU-115
Import Control Information Bank
Description: This bank contains information such as species imported, origin, intended use and names of importers.
Class of Individuals: Persons wishing to import plants or plant materials.
Purpose: To issue permits for import of plants or plant materials.
Consistent Uses: To issue import permits.
Retention and Disposal Standards: These files are retained for 10 years.
PAC# = 69-005
Related to COR: DOA/FPI-155
TBS Registration Number: 000892

DOA/P-PU-120
Export Control Information Bank
Description: This bank contains information such as species exported, destination, names of exporters and phytosanitary condition.
Class of Individuals: Persons wishing to export plants or plant materials.
Purpose: To issue permits for export of plants or plant materials.
Consistent Uses: To issue export permits.
Retention and Disposal Standards: Records are retained for five years.
PAC# = 69-005
Related to COR: DOA/FPI-160
TBS Registration Number: 000893

DOA/P-PU-125

Application for Pari-Mutuel Betting Permits

Description: This bank contains correspondence, and material on personal characteristics, criminal histories, and corporate ownership (directors, and signing officer over 10 percent of the shares).

Class of Individuals: Race track operators.

Purpose: The purpose of this bank is to consolidate information used to grant qualified applicants permits to conduct pari-mutuel betting on horse races pursuant to Section 188 of the Criminal Code.

Consistent Uses: The bank is used to qualify associations for betting privilege, and to fix dates for betting.

Retention and Disposal Standards: These files are retained for 10 years.

PAC# = 75-015

Related to COR: DOA/FPI-180

TBS Registration Number: 000894

DOA/P-PU-126

Drug Control Service Application and Inspector Record

Description: This bank contains application and work records, application evaluation, medical certificates and correspondence.

Class of Individuals: Applicants from racing associations.

Purpose: The purpose of this bank is to consolidate information used to approve qualified applications from racing associations to work in the drug control service as a test inspector or chief test inspector.

Consistent Uses: The information is used to establish applicant suitability to be employed by the association in the drug control service.

Retention and Disposal Standards: These files are retained for 10 years.

PAC# = 77-015

Related to COR: DOA/FPI-185

TBS Registration Number: 001714

Research Branch

DOA/P-PU-130

Inventory of Canadian Agricultural Research

Description: This bank contains information on agricultural research projects underway in Canada. This includes research by federal and provincial governments, colleges, universities, corporations and private organizations.

Class of Individuals: All persons conducting agricultural research.

Purpose: To provide a current and retrospective inventory on research in agriculture, and to produce a summary publication of person-year effort in agricultural research.

Consistent Uses: The inventory is used to allocate resources and to answer queries on agricultural research.

Retention and Disposal Standards: These files are retained for five years.

PAC# = 71-055

Related to COR: DOA/RBR-195; RBR-200; RBR-205; RBR-210; RBR-215; RBR-220; RBR-225; RBR-230; RBR-235; RBR-240

TBS Registration Number: 000895

DOA/P-PU-135

Pesticide Research Information System

Description: Information in this bank includes a glossary of pesticide terms, experimental pesticides, inventory of pesticide researchers, results of studies, pesticide use index, beneficial insect likerations and pesticide residues.

Class of Individuals: Pesticide researchers; both private and public who currently undertake research on pesticides.

Purpose: To maintain information on current pesticide research projects underway in Canada.

Consistent Uses: To facilitate the dissemination of information among researchers studying pesticides.

Retention and Disposal Standards: These files are retained for one year.

PAC# = 72-025

Related to COR: DOA/RBR-210

TBS Registration Number: 000896

Marketing and Economics Branch

DOA/P-PU-140

Advance Payments for Crops

Description: This bank contains information on applicants under the *Advance Payment for Crops Act*. This information includes bank reports, credit checks, producers names and addresses, the amount of payment, the repayment schedule, judgements against defaulters, action taken by producer groups to obtain payment.

Class of Individuals: Individual farm-product producers.

Purpose: To ensure repayment of advances to producer groups who distribute funds to individual producers under the *Advance Payment for Crops Act*.

Consistent Uses: Information is used to ensure adherence to the terms and conditions of the Act and to take the necessary actions to ensure collection from defaulters.

Retention and Disposal Standards: These files are retained for six years after the payment of the loan.

PAC# = 78-001

Related to COR: DOA/MAE-255

TBS Registration Number: 000897

Regional Development Branch

DOA/P-PU-145

Two-Price Wheat Program

Description: This bank contains monthly information on wheat sold for human consumption in Canada and the average export price of wheat as determined by the Canadian Wheat Board. Information is available for individual producers in Québec and for the Canadian Wheat Board designated area (Prairie region), the Ontario Wheat Producers Maketing Board and the Wheat Marketing Board of Nova Scotia.

Class of Individuals: Grain producers.

Purpose: This information bank is used to make payments under the *Two-Price Wheat Act* to individuals and marketing boards.

Consistent Uses: The information is used to determine and make payments to grain producers and marketing boards.

Retention and Disposal Standards: These files are retained for 10 years.

PAC# = 77-005

Related to COR: DOA/RDB-420

TBS Registration Number: 000898

DOA/P-PU-150

Records of Performance for Dairy Cattle, Sheep, Beef Cattle and Swine

Description: This bank contains names and addresses of breeders enrolled in the programs.

Class of Individuals: Breeders of livestock.

Purpose: The purpose of this bank is to keep an inventory of names and addresses of breeders of sheep, dairy and beef cattle, and swine breeders participating in the program to disseminate relevant performance information on their animals.

Consistent Uses: Files are used to mail performance data to breeders, to solicit annual fee payments, and to mail reports to participants.

Retention and Disposal Standards: Files are retained for 10 years.

PAC# = 71-013

Related to COR: DOA/RDB-430
TBS Registration Number: 000899

DOA/P-PU-155
Stockyards — Commission Firms, Members and Employees
Description: This bank contains the names and occupations of members and employees.
Class of Individuals: Commission firms, members and employees of stockyards.
Purpose: The purpose of this bank is to ascertain that members and employees have not respectively purchased or sold livestock prohibited under the Livestock Regulations of the *Livestock and Livestock Products Act*.
Consistent Uses: To ensure that livestock has been purchased and sold in accordance with the *Livestock Act* and Regulations.
Retention and Disposal Standards: Files are retained for 10 years.
PAC# = 77-005
Related to COR: DOA/RBD-460
TBS Registration Number: 000900

DOA/P-PU-160
Stockyards — Dealers
Description: This bank contains the names, addresses, amount of daily sales, bonds and continuation certificates of livestock dealers operating in federally supervised stockyards.
Class of Individuals: Livestock dealers operating in federally supervised stockyards.
Purpose: The purpose of this bank is to ensure that proper bonds are in order as required by the *Livestock and Livestock Products Act* and the Stockyard Regulations.
Consistent Uses: To ensure that livestock dealers are operating in compliance with the *Livestock and Livestock Products Act* and the Stockyard Regulations.
Retention and Disposal Standards: Files are retained for 10 years.
PAC# = 77-005
Related to COR: DOA/RDB-460
TBS Registration Number: 000901

DOA/P-PU-165
Farm Improvement Loan Information
Description: This bank contains names and addresses of borrowers, the purposes and amounts of loans, and other financial details when a claim for loss is submitted.
Class of Individuals: Farmers.
Purpose: To facilitate the availability of intermediate and short-term credit to farmers for the improvement or development of farms and for the improvement of living conditions.
Consistent Uses: To ensure the validity of loss claims.
Retention and Disposal Standards: Records are retained for six years.
PAC# = 78-001
Related to COR: DOA/RDB-465
TBS Registration Number: 000902

DOA/P-PU-170
Feed Freight Assistance Adjustment Fund
Description: The bank contains applicants' names, addresses, social insurance numbers, kind and cost of purchased equipment, and the amounts of grants approved for payment.
Class of Individuals: Farmers and corporations.
Purpose: To improve production and utilization of feed grain in Ontario by offering incentives for capital expenditures.
Consistent Uses: To issue grants to individuals and corporations to partially offset their capital expenditures.
Retention and Disposal Standards: Files are retained for 10 years.
PAC# = 77-005
Related to COR: DOA/RDB-475
TBS Registration Number: 000903

DOA/P-PU-175
The Small Farm Development Program on Farm Demonstration Contribution Files
Description: The bank contains applicants' names and addresses, particulars about proposed demonstrations, their final results, and amount of contributions approved for payment.
Class of Individuals: Operators of small farms.
Purpose: The purposes of this bank are to record applications for contributions and to maintain a running account of expenditures made under this part of the program.
Consistent Uses: The bank is used to record contributions to farm operators who allow demonstrations of sound agricultural practices to be carried out on their premises.
Retention and Disposal Standards: Files are retained for 10 years.
PAC# = 72-003
Related to COR: DOA/RDB-470
TBS Registration Number: 000904

Office of the Senior Assistant Deputy Minister

DOA/P-PU-180
Western Grain Stabilization Program
Description: This bank is used to administer stabilization payments to grain producers. It contains the grain receipts and levy payments of holders of permits issued by the Canadian Wheat Board in Manitoba, Saskatchewan, Alberta and British Columbia.
Class of Individuals: Grain producers in Manitoba, Saskatchewan, Alberta and British Columbia.
Purpose: Files in this bank are used to calculate and issue stabilization payments to participating grain producers.
Consistent Uses: On an individual request basis, account information is supplied to Revenue Canada to assist in their investigations.
Retention and Disposal Standards: Records are held for 20 years.
PAC# = 77-005
Related to COR: DOA/SDM-350
TBS Registration Number: 001715

DOA/P-PU-185
Ad Hoc Emergency Assistance Program
Description: The bank contains information concerning a number of one-time emergency assistance programs such as the Feed and Livestock Transportation Assistance Program, the Hay Transportation Assistance Program, the Livestock Fodder Procurement Programs, the Grain Embargo Compensation Program and the Herd Maintenance Assistance Program. The files include information such as the quantity of feed purchased, costs including transportation, numbers of livestock transported, crop yields, grain transactions, number of animals and farm size.
Class of Individuals: Farmers.
Purpose: The purpose of these programs is to provide emergency assistance to farmers as a result of severe crop losses in the absence of viable crop insurance programs.
Consistent Uses: Used to record payments to farmers as a result of severe crop losses.
Retention and Disposal Standards: These files are retained for six years.
PAC# = 77-005
Related to COR: DOA/SDM-360
TBS Registration Number: 000905

Agricultural Stablization Board

DOA/P-PU-190

ASB Producer Files

Description: This bank contains producer identification, land location, production statistics, production claimed for subsidies, payments made to producers, and documents supporting production and sales. It may also contain additional information on producer eligibility for subsidies such as documents of incorporation, partnership and statutory corporate returns.

Class of Individuals: Producers in all provinces who apply for programs.

Purpose: The purpose of this bank is to administer deficiency payments to producers under the *Agricultural Stabilization Act*.

Consistent Uses: To record payments made to producers.

Retention and Disposal Standards: These files are retained for six years.
PAC# = 77-005

Related to COR: DOA/ASB-595; ASB-600

TBS Registration Number: 000906

Finance and Administration Branch

DOA/P-PU-195

Privacy Request Data Bank

Description: This bank contains privacy request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It also contains requests from investigative bodies listed in the Privacy Regulations for access to personal information pusuant to Section 8 (2)(e) of the Act.

Class of Individuals: Canadian citizens/permanent residents of Canada.

Purpose: The information is used for processing privacy requests in accordance with the *Privacy Act* and to report on the number of privacy requests received annually. Investigative bodies use the informtion in carrying out lawful investigations and to enforce federal or provincial laws.

Consistent Uses: To process privacy requests, to report the number of requests received on an annual basis and for investigative purposes as set out in Section 8(2)(e) of the Act.

Retention and Disposal Standards: Files will be kept for two years.
PAC# = 78-001

TBS Registration Number: 000907

DOA/P-PU-200

Access to Information Request Data Bank

Description: This bank contains the access request forms sent by individuals requesting access to departmental files, the replies to such requests and information related to their processing.

Class of Individuals: Canadian citizens/permanent residents of Canada.

Purpose: To administer access requests in accordance with the *Access to Information Act*.

Consistent Uses: The information is used for processing access requests and to report on the number of access requests received annually.

Retention and Disposal Standards: Files will be kept for two years.
PAC# = 78-001

TBS Registration Number: 000908

Canadian Grain Commission

DOA/P-PU-205

Producer Car Program

Description: This bank is comprised of correspondence and producers' applications which are filed by date of receipt and contain information such as the producer's name, application number; type, quality and quantity of grain; and the Canadian Wheat Board permit number.
Class of Individuals: Grain producers.
Purpose: The purpose of this program is to allocate railcars to grain producers for the transport of their crop to market under the authority of the *Canada Grain Act*.
Retention and Disposal Standards: Records are held for six years.
PAC# = T.B. Minute 346576
Related to COR: DOA/CGC-565
TBS Registration Number: 001716

DOA/P-PU-210

Licensing and Bonding Program

Description: The bank contains correspondence and annual applications from grain dealers and grain elevators to market grain.
Class of Individuals: Grain dealers.
Purpose: The purpose of this program is to license grain dealers and grain elevators under the authority of the *Canada Grain Act*.
Retention and Disposal Standards: Records are held for six years.
PAC# = T.B. Minute 346576
Related to COR: DOA/CGC-570
TBS Registration Number: 001717

DOA/P-PU-215

Unofficial Sample File

Description: The bank contains the name of the grower, the name of the requestor and the grade of the sample.
Class of Individuals: Grain Producers.
Purpose: The purpose of this bank is to maintain a record of all unofficial samples taken on tests conducted by Grain Inspectors under the authority of the *Canada Grain Act*.
Consistent Uses: To provide documentation on unofficial samples taken or tests conducted by Grain Inspectors.
Retention and Disposal Standards: Records are held for three years.
PAC# = T.B. Minute 346576
Related to COR: DOA/CGC-565
TBS Registration Number: 001718

Prairie Farm Rehabilitation Administration (PFRA)

DOA/P-PU-220

Soil and Water Conservation Programs

Description: Programs and activities which involve the storage of personal information include the PFRA Tree Distribution Program, the Southwest Saskatchewan Irrigation Project, the Community Pasture Program, the Soil and Water On-Farm Activities Program, the Herd Maintenance Assistance Program, the Prairie Livestock Drought Assistance Program, and the Prairie Crop Drought Assistance Program.
Purpose: The information is used to administer programs on stabilizing and rehabilitating lands sub-marginal for cereal production and conserving and storing water on the drought-prone prairies.
Retention and Disposal Standards: Records are held for 53 to 66 years.
PAC# = 84-010
Related to COR: DOA/PFA-560
TBS Registration Number: 001719

Classes of Personal Information

Other Programs and Agreements

This class reflects other programs and agreements not specifically covered under the other classes. These other programs and agreements are aimed at resolving specific problems of a limited nature or in specifically defined areas of the country. For example, Federal-Provincial Agreements such as those under the *Agricultural and Rural Development Act* (ARDA) are concerned with rural problems of unemployment and social disadvantages. Special ARDA agreements have been used as a vehicle to improve the economic circumstances of native people by providing financial and other assistance to create job opportunities. A 15-year development agreement, the Prince Edward Island Comprehensive Development Plan, was signed by Canada and the Island in 1969, under the authority of the *Fund for Rural Economic Development Act*. The Plan has allowed for the design and implementation of a broad range of programs to stimulate economic growth, create jobs and raise per-capita income. Special areas have been designated in Canada, such as the Magdalen Islands, in order to deal with special problems of economic expansion and social adjustment. In addition, under the Federal Development Strategy for Prince Edward Island, the Department delivers the Small Business Assistance Program which provides financial assistance for capital projects.

Personal information may be stored in administering programs falling within this class. This information may include financial, employment, demographic and educational data on individuals. Such data, however, would be stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the name of the program concerned and the name of the specific project.

General Correspondence and Enquiries

Personal information in this class relates to routine correspondence concerning the regulatory and licensing activities associated with meat inspection, pesticides, feeds and fertilizers, veterinary biologics, and the humane treatment of animals. It also relates to general enquiries concerning agricultural research, market intelligence, food advisory information and financial assistance to marketing boards and cooperatives. The personal information contained in this class normally includes the name and address of the enquirer, but is neither arranged nor retrievable by personal identifiers. This form of personal information exists in a fragmented form throughout the subject files controlled by the Department and is normally retrievable only if specifics are provided concerning the subject and the date of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The Department of Agriculture also maintains the employee records of the Canadian Grain Commission and the Agricultural Stabilization Board.

Please address all requests for formal access to

Privacy Co-ordinator
Agriculture Canada
Room 893
930 Carling Avenue
Ottawa, Ontario
K1A 0C5
Telephone: (613) 995-5118, Ext. 256

PARTICULAR BANKS

The following banks are located at headquarters.

DOA/P-PE-801
Small Farm Development Program
Description: The bank contains employees names and identification numbers, dates and locations of visits, counselling topics and percentage allocation of time.
Class of Individuals: Agriculture Employees.
Purpose: The purpose of this bank is to maintain a record of how federal department employees who are seconded to provinces, apportion their time among various counselling topics.
Consistent Uses: To record employees time when providing management assistance to small scale family farmers.
Retention and Disposal Standards: These files are retained for 10 years.
PAC# = 72-003
Related to COR: DOA/RDB-470
TBS Registration Number: 000909

DOA/P-PE-802
Project System Inventory
Description: This bank contains information on the goals, objectives and milestones of research projects, and the names and work location of the individuals involved.
Class of Individuals: Agriculture employees engaged in research.
Purpose: To provide a current inventory of Research Branch personnel involved in current research projects.
Consistent Uses: The bank is used to allocate human resources and to evaluate the progress of projects.
Retention and Disposal Standards: PAC# = 78-001
TBS Registration Number: 000910

DOE/P-PE-803
Emergency Training and Experience Bank
Description: This bank contains personal characteristics, experience, and training experience in the form of federal courses and/or provincial/municipal exercises.
Class of Individuals: Employees trained to meet an emergency affecting the agricultural industry.
Purpose: The purpose of this bank is to maintain a current personnel resource list of trained and experienced agriculture specialists who may be called upon to meet an emergency situation affecting the agricultural industry in their geographic region (province).
Consistent Uses: To distribute a list of qualified personnel to departmental regional emergency planning representatives for use should the need arise.
Retention and Disposal Standards: These files are retained for five years.
PAC# = 78-001
Related to COR: DOA/SDM-385
TBS Registration Number: 000911

DOA/P-PE-804
Appointments or Nominations of Personnel to NATO Agencies
Description: Data contained in the bank includes classification,

education, geographic location, language, personal characteristics, personal history, security and training.
Class of Individuals: Employees of Agriculture Canada appointed or nominated to serve with NATO.
Purpose: The purpose of this bank is to provide a depository for identification and profile information regarding employees of the Department of Agriculture who are appointed or nominated to serve with a NATO agency.
Consistent Uses: The principal use of this bank is to obtain concurrence with the nomination or appointment from all other member nations of NATO and, if the need arises, to prepare travel and authentication documents to permit appointees to assume their duties with the designated agency.
Retention and Disposal Standards: These files are retained for five years.
PAC# = 78-001
TBS Registration Number: 000912

DOA/P-PE-805

Human Resources Planning Information

Description: This is a particular bank which contains personal information on Canadian Forestry Service employees including basic information, academic qualifications, language usage, nature of current work, recent employment history, career aspirations and retirement plans.
Class of Individuals: Management, professional and technical employees involved in research and development in the Canadian Forestry Service (CFS).
Purpose: The information will be used by CFS senior management for human resource planning.
Consistent Uses: Succession planning by regional and senior management.
Retention and Disposal Standards: These files are retained for two years.
PAC# = 78-001
TBS Registration Number: 000001

STANDARD BANKS

The following banks are located at both headquarters and the regions.

DOA/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000913

DOA/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000914

DOA/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000915

DOA/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

PAC# = 85-001

TBS Registration Number: 000916

DOA/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.

PAC# = 85-001

TBS Registration Number: 000917

DOA/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000918

DOA/P-SE-907

Occupational Health and Safety

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 000919

DOA/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000920

DOA/P-SE-909
Security Clearance
Description: This bank contains completed personal histories; summaries of RCMP and CSIS investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the secrity clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for employees of a government institution whose position requires a secrutiy classification.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Retained for five years after an employee leaves.
PAC# = 85-001
TBS Registration Number: 000921

DOA/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board, the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000922

DOA/P-SE-911
Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 000923

DOA/P-SE-912
Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the

Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000924

DOA/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 000925

DOA/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 000926

DOA/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000927

DOA/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 000928

DOA/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.
Class of Individuals: Departmental employees.
Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.
Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 000929

DOA/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions made about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and, when this is the case, to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.

TBS Registration Number: 000930

DOA/P-SE-920

Incentive Awards (New)

Description: This bank contains information on departmental employees who have been nominated for awards under the Incentive Award Plan. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties and practical suggestions for improvement of Public Service operations.

Class of Individuals: Agriculture Canada employees.

Purpose: The purpose of this bank is to identify employees who have been nominated for awards under the Incentive Award Plan, or participated in the selection of corporate awards administered by the Incentive Award Board, and to provide annual statistics to the central agency.

Consistent Uses: The information in the bank is used to establish precedents for awards and to provide an audit trail for the disbursement of funds.

Retention and Disposal Standards: Records are held for three years.

PAC# = 78-001

TBS Registration Number: 001712

Deleted Personal Information Banks

DOA/P-PU-010	Importation of Cattle from United Kingdom
DOA/P-PU-015	European and Australian Importation Program

ATLANTIC PILOTAGE AUTHORITY

Chapter 3

ATLANTIC PILOTAGE AUTHORITY

Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor-in-Council and proclaimed February 1, 1972.

The *Pilotage Act* created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four pilotage authorities — Atlantic, Laurentian, Great Lakes, and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Atlantic Pilotage Authority, Ltd. was incorporated in carrying out the *Pilotage Act* in 1972, and pursuant to the *Financial Administration Act*, (Schedule SC 1983-84, 31) was designated a Schedule C Part I Crown corporation.

Overall Responsibilities

The role of the Authority is to establish, operate, maintain and administer, in the interest of safety, an efficient and economical pilotage service within its geographical boundaries — all coastal waters in the Atlantic region. As a further goal, the authority prescribes tariffs of pilotage charges that are fair, reasonable and consistent with providing revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

Access Procedures

Please direct enquiries concerning the *Privacy Act* to

Corporate Secretary
Atlantic Pilotage Authority
Suite 1203
Bank of Montreal Tower
5151 George Street
Halifax, Nova Scotia
B3J 1M5

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

APA/P-PU-005
Service Contracts

The purpose of this bank is to maintain information on the tenders and award of contracts for the supply of such services as land and water transportation. The files contain the list of prospective tenderers; the tenders submitted; an analysis of the tenders received; documentation leading to the award of the contract; and the signed contract between the contractor and the Authority. The files may be referred to for future contracts. The retention period for service contracts is ten years. Access to this bank will require the contract number and description of the service.

APA/P-PU-010
Accounts Receivable Files

The purpose of this bank is to maintain information on sums of money owing to the Authority. Files contain the names and addresses of firms and individuals; details of the amount owing; and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. The retention period is seven years. Access to this bank will require name and address.

APA/P-PU-015
Accounts Payable Files

The purpose of this bank is to maintain information on the payment of accounts to firms or individuals for services or products provided to the Authority. Files contain the names and addresses of firms and individuals; and invoices for services rendered or products provided detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers, together with supporting documentation are maintained in hard copy and are filed by date of payment. The retention period for original accounts payable vouchers, together with supporting documentation is seven years. Access to this bank will require name, address and date of account.

APA/P-PU-020
Application for Employment File

The purpose of this bank is to maintain a record of information relating to applications for employment received from the general public. This bank contains completed application forms, letters and curricula vitae of persons interested in working for the Authority. period for this bank is ten years. Access to this bank will require name, address and date of birth.

APA/P-PU-025
Register of Pilots

The purpose of the bank is to retain a register of certificates and qualifications required under the *Pilotage Act*. This bank contains information on physical characteristics, licences, certificates, and accidents of pilots. The retention period for this bank is indefinite. Access to this bank will require name and address.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The following banks are located at headquarters.

PARTICULAR BANKS

APA/P-PE-801
Register of Pilots

The purpose of this bank is to retain a register of certificates and qualifications required under the *Pilotage Act*. It contains information on physical characteristics; licences; certificates; and accidents of pilots. Files are retained indefinitely.

STANDARD BANKS

The records of former employees are retained by the Atlantic Pilotage Authority for two years following termination of employment rather than being transferred to the Public Archives.

APA/P-SE-901
Employee Personnel Record

This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. The information in this bank relates to departmental employees. The purpose of this bank is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. The information is used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. The information is retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

APA/P-SE-904

Pay and Benefits

This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The information is used to enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*. Records are destroyed two years after expiry of the fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

APA/P-SE-907

Occupational Health and Safety

The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908. The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program. The information is used to support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. The period of retention of the records is five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.

ATOMIC ENERGY CONTROL BOARD

Chapter 4

ATOMIC ENERGY CONTROL BOARD

Background

The Atomic Energy Control Board (AECB) was established in 1946 by the *Atomic Energy Control Act* (RSC 1970 c. A-19). In addition to this Act and its related Regulations, the AECB administers the *Nuclear Liability Act*. The head office is in Ottawa.

Overall Responsibilities

The AECB is empowered by the *Atomic Energy Control Act* to control the development, application and use of atomic energy. This is done by a comprehensive licensing system covering all dealings in prescribed atomic energy substances and items.

The objective of the AECB is to protect the health and safety of workers and the public, and to ensure the physical security and safeguarding of nuclear materials in the Canadian industry. In the occupational health and safety area, the AECB requires verification that workers in the industry are protected against radiation in excess of the limits set out in the Regulations. To this end all workers wear dosimeters, supplied by an approved dosimetry service, to record their exposures, and the AECB appoints inspectors both from its own staff and, by arrangement, from provincial governments and institutions, to assure compliance with AECB licence and Regulations requirements. The AECB also invites federal and provincial health authorities to name experts to act as medical advisers in the field of occupational radiological health and safety. These actions lead to the development of files in which personal histories and occupational data may be stored.

Access Procedures

Requests for information should be directed in writing to

Privacy Co-ordinator
Atomic Energy Control Board
P.O. Box 1046, Station "B"
270 Albert Street
Ottawa, Ontario
K1P 5S9

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Planning and Co-ordination Division

AEC/P-PU-005
Health and Safety Regulations: Medical Advisers

The bank contains names and details concerning present employment and area of jurisdiction, and communications between the AECB and parent agencies or the individuals prior to appointment. Individuals this bank relates to are all qualified medical officers, who may be from provincial government departments, hospitals, institutions, or the federal service. The purpose of the bank is to record information on the appointment of medical advisers to the AECB. The bank provides an up-to-date status of individual appointments by name. Records are retained during tenure of appointment, and for two years subsequently; and are then sent to the Public Archives.

AEC/P-PU-010
Health and Safety Regulations: Inspection Officers

The bank may contain data on nationality, age, sex, education and special training, and employment history, as well as correspondence with provinces leading to appointments. There may be sensitive material relating to federal-provincial negotiations for service. The purpose of the bank is to record information relating to the appointment of employees of provincial government departments or health institutes, to act as inspectors under the Atomic Energy Control Regulations. The bank provides an up-to-date identification of individuals appointed as inspectors. Records are held during tenure of appointment, and for two years subsequently, after which they are sent to the Public Archives.

Operator Certification and Research Facility Division

AEC/P-PU-015
Examinations and Results

This bank maintains a record of the examinations given to personnel at nuclear reactor facilities. Data includes names of individuals, titles of examinations written, and results in terms of success or failure. The AECB sets these examinations to ensure that the requirements for operating personnel are met. Records are retained in the bank for an indefinite period.

AEC/P-PU-020
Reactor Operators and Training

Data in this bank include a record of correspondence, details of education and experience, and basic personal information. The purpose of the bank is to provide an accurate and up-to-date record of all information on authorizations and appointments of individuals to designated positions at nuclear generating stations and research reactor sites. Records are maintained in the bank for an indefinite period.

AEC/P-PU-025
Reactor Personnel

Data include summaries of the individual's examination results, copies of all authorizations issued for the appointment of the individual to designated positions, and correspondence specifically relating to the individual. The purpose of the bank is to maintain a record of each individual's examination and authorization for designated appointments at nuclear reactor facilities. Records are retained for an indefinite period.

Planning and Administration Branch

AEC/P-PU-030
Temporary Assistance Records

The data content may include such information as: names, addresses, social insurance numbers, invoices or time sheets pertaining to the individual's period of employment with the AECB. The purpose of the bank is to maintain an inventory of all temporary assistance agencies and individuals as their services are required by the Board. The primary use of the bank is to keep an accurate record of the agencies and terms of employment as required, on the basis of verification of accounts. Records are retained in the bank for three years.

AEC/P-PU-035
Applications for Employment

This bank exists to maintain an inventory of applicants from the general public or the federal government for employment with the AECB. It includes correspondence, applications for employment, curricula vitae, interview data, and other personal information. This bank is used to identify applicants, their skills and abilities, work histories, and education, for possible future appointments to the Board staff. Records are retained in the bank for one year.

AEC/P-PU-040
Personal Service Contract Files

The bank includes basic personal data, subject matter and terms of contract. The purpose of the bank is to maintain an accurate account of all payments made under personal service contracts. The primary use of the bank is to record negotiations between the AECB and the individuals concerned. Records will be retained in the bank for an indefinite period.

AEC/P-PU-045
Access Request Data Bank

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. Files will be kept for two years.

Classes of Personal Information

In the course of conducting the programs and activities of the AECB, categories of personal information may be accumulated which are not contained in the specified banks described above. Such information relates to the occupational exposure of atomic radiation workers to radiation near or beyond the limits permitted by the Atomic Energy Control Regulations. Such exposure may occur in the mining, refining, fabricating, power generating and waste management sectors of the nuclear industry, and in the fields of use of radioisotopes in industry and medicine. For all these areas there are active files in which events of high exposure to individuals and groups may on occasion be discussed, particularly with respect to accurate determination of the dose value to be recorded in the National Dose Registry (of National Health and Welfare), and to decisions on the hazard presented by such doses to individuals and their continued working in similar environments.

Such records are retained in the subject files in which they arise. The information is retrievable given (particularly) the identification of the AECB licensee in whose facilities or under whose responsibility the event occurred, with additional specifics concerning an individual's name, the nature and date of the event, the location in Canada, and the sector of the industry involved.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Requests for information are to be directed in writing to

Privacy Co-ordinator
Atomic Energy Control Board
270 Albert Street
4th Floor
Ottawa, Ontario
K1P 5S9
Telephone: (613) 995-5909

PARTICULAR BANKS

The following banks are located at headquarters.

AEC/P-PE-801
Advisory Committee Members

The AECB maintains two advisory committees whose members come from industry, university and other institutions. The committees report to the President of the AECB. This bank contains correspondence relating to the recruiting of members, and may include names and details concerning present employment and experience. Records are retained for two years before being transferred to the Public Archives.

AEC/P-PE-802
Radiation Exposure Records: AECB Staff

The purpose of the bank is to maintain a record of doses received by AECB staff while carrying out their duties. Values are cumulated on a periodic basis. Records are retained indefinitely.

AEC/P-PE-803
AECB Inspectors: Certification Record

AECB staff may act as inspectors under the Regulations. Personal data of staff so designated remain in the individual's personal file, but correspondence relating simply to appointment is in a separate bank. The principal purpose of the bank is to provide an up-to-date status of appointments and it contains only names and subject area for inspection purposes.

STANDARD BANKS

The following banks are located at headquarters.

AEC/P-SE-901
Employee Personnel Record

This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. The information in this bank relates to departmental employees. The purpose of this bank is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. The information is used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. The information is retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

AEC/P-SE-902

Staffing

The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examinations papers and test results; eligilibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) The information relates to departmental employees. The bank provides a record of the informaton used in staffing positions in a government institution, and is used to select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted. The records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

AEC/P-SE-903

Attendance and Leave

This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. The information relates to departmental employees. The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. The information is used to record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. Records are destroyed two years after expiry of the fiscal year.

AEC/P-SE-904

Pay and Benefits

This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The information is used to enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*. Records are destroyed two years after expiry of the fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

AEC/P-SE-905

Training and Development

This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. The information is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees. The records are destroyed two years after completion of the particular training and development undertaken by an employee.

AEC/P-SE-906

Official Languages

This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. The information relates to departmental employees. The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. The information is used to support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Two years after last documentation the records are destroyed.

AEC/P-SE-907

Occupational Health and Safety

The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908. The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program. The information is used to support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. The period of retention of the records is five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.

AEC/P-SE-908

Vehicle, Ship, Boat and Aircraft Accidents

This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907. The information relates to departmental employees. The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution. The information is used to determine liability for such accidents and to approve damage settlements. The records are destroyed two years after the settlement of individual claims.

AEC/P-SE-909

Security Clearances

This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank. The information relates to departmental employees. The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank. The information is used to to support decisions on transfers, promotions, discipline and termination of employment. Two years after an employee leaves the institution for which the clearance was done the records are destroyed.

AEC/P-SE-910

Grievances

This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances. The information relates to departmental employees. The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board. Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board. Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

AEC/P-SE-911

Discipline

This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. The information relates to departmental employees. The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions. The information is used to support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment. The period of retention for correspondence regarding investigations, testimony by witnesses and legal opinions is five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

AEC/P-SE-912

Performance Reviews and Employee Appraisals

This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. The information relates to departmental employees. The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. The information is used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. Records are destroyed after ten years for employees in the Management Resources Information System and three years for all other employees.

AEC/P-SE-913

Travel and Relocation

This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. The information relates to departmental employees. The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees. The information is used to administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

AEC/P-SE-914

Parking

This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP. The information relates to departmental employees. The purpose of this bank is to maintain information for the administration of parking privileges. The information is used to issue parking permits. Records are destroyed two years after the permit expires.

AEC/P-SE-915

Conflict of Interest and Post-Employment Code

This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities. The information relates to employees of government institutions. The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period. The information is used to resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant. Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.

AEC/P-SE-916

Employee Assistance

This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. The information relates to departmental employees. The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program, and to determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. The information is used to support decisions regarding employee assistance measures. Two years following the date of the most recent reference to employee assistance the records are destroyed.

AEC/P-SE-917
Identification and Building-Pass Cards

This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building pass cards. Provision of the SIN by individuals is not mandatory. The information relates to departmental employees The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards. The information is used to issue identification and building pass cards. Records are destroyed two years after expiry of identification and building-pass cards.

OFFICE OF THE AUDITOR GENERAL

Chapter 5

OFFICE OF THE AUDITOR GENERAL

Background

The Auditor General is required by the *Auditor General Act* to audit government departments, agencies, and Crown corporations and the Accounts of Canada. He reports the results of his examinations to the House of Commons.

Access Procedures

Enquiries regarding the following information banks should be addressed to

Privacy Co-ordinator
Office of the Auditor General
Room 1167
240 Sparks Street
Ottawa, Ontario
K1A 0G6
Telephone: (613) 995-3766

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Administrative Services Branch

OAG/P-PU-005

Professional Service Contracts

Description: This bank contains data referring to curricula vitae and level within the firm of the individual, performance appraisal, rates charged for services, dollar values of contract, terms and contracts and previous contracts.

Class of Individuals: This information relates to all individuals working on contract for the Office of the Auditor General (OAG) anywhere in the world.

Purpose: The purpose of this bank is to maintain information on individual consultants engaged under contract.

Consistent Uses: This information is used to report on status and commitment values of contracts throughout the Office.

Retention and Disposal Standards: Files are kept for six fiscal years.

PAC# = 78-001

TBS Registration Number: 001587

OAG/P-PU-010

Unsolicited Employment Applications

Description: The data in this bank include the applicant's name and address, the date the application was acknowledged and the type of action taken (e.g., future vacancies). Anyone requesting access to these records should do so in writing.

Class of Individuals: The information relates to persons who have submitted applications without the Office of the Auditor General requesting them to do so.

Purpose: This bank exists to keep a record of unsolicited employment applications received by the Office and the action taken by the Office following the receipt of an application.

Retention and Disposal Standards: Records are retained for two years.

PAC# = 78-001

TBS Registration Number: 001588

OAG/P-PU-015

Competition Files

Description: This bank exists in accordance with Section 18 of the Public Service Employment Regulations, to record and provide information related to any competition administered by the Auditor General's Office. The data include job descriptions; requests to staff; job profiles; statement of qualifications; terms of reference; eligibility lists; applications for the particular competitions. The bank contains records on all persons who are included in a competition which the Auditor General's Office administers. Individuals may gain access to these records by a written request.

Class of Individuals: The information relates to all persons who are included in a competition which the Auditor General's Office administers.

Purpose: The bank is used to provide information relating to all competitions administered by the Auditor General's Office so that the most meritorious candidate is selected.

Retention and Disposal Standards: Retention for board assessments is two years following board date; for eligibility lists one year after expiry; and for other documents two years from date of completion of process.

PAC# = 78-001

TBS Registration Number: 001589

OAG/P-PU-020

Access Request Data Bank

Description: This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing.

Class of Individuals: This information relates to individuals requesting access to their files.

Purpose: Information in this bank is used for processing access requests only, and to report on the number of access requests received annually.

Retention and Disposal Standards: Files are kept for two years.

PAC# = 78-001

TBS Registration Number: 001590

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Address all official requests to the Privacy Co-ordinator at the address given under Access Procedures.

PARTICULAR BANKS

OAG/P-PE-801

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

Consistent Uses: To support decisions on transfers, discipline and termination of employment.

Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001605

STANDARD BANKS

The following banks are located at headquarters.

OAG/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 001245

OAG/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001246

OAG/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001247

OAG/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 001248

OAG/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 001249

OAG/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001250

OAG/P-SE-907
Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 001251

OAG/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001252

OAG/P-SE-909
Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001253

OAG/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001254

OAG/P-SE-911
Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 001255

OAG/P-SE-912
Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001256

OAG/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 001257

OAG/P-SE-914
Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 001258

OAG/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 001259

OAG/P-SE-919
Personal Harassment
Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.
Consistent Uses: To support decisions on transfer and discipline of employees.
Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.

BANK OF CANADA

Chapter 6

Background

The Bank of Canada is Canada's central bank. It was incorporated in 1934 under the *Bank of Canada Act* which charges it with the responsibility to regulate "credit and currency in the best interests of the economic life of the nation, to control and protect the external value of the national monetary unit and to mitigate by its influence fluctuations in the general level of production, trade, prices and employment, so far as may be possible within the scope of monetary action, and generally to promote the economic and financial welfare of the Dominion."

Responsibility for the affairs of the Bank rests with a board of directors composed of the Governor, the senior deputy governor and 12 directors, appointed by the government for three-year terms. The deputy minister of Finance sits on the board but does not have the right to vote. The Governor is the chief executive officer of the Bank and handles the direction and control of the Bank's affairs.

Access Procedures

Normally, individuals who wish to enquire about their status with respect to personal information banks BOC/P-PU-005, BOC/P-PU-010 and BOC/P-PU-015 (see below), may write directly to the Information Division, Public Debt Department. In the case of BOC/P-PU-020, personal enquiries may be directed to the Comptroller, or access to the complete file may be arranged by contacting an agency of the Bank of Canada. Enquiries and requests for personal information under the *Privacy Act* should be addressed to

Adviser and Secretary/Privacy Co-ordinator
Bank of Canada
234 Wellington Street
4th Floor, Centre Building
Ottawa, Ontario
K1A 0G9
Telephone: (613) 782-5537

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

BOC/P-PU-005
Government of Canada Bond Registers
Description: This bank contains names, addresses, social insurance numbers or account numbers and a listing of bonds purchased and redeemed by individuals.
Class of Individuals: General public.
Purpose: The purpose of this bank is to maintain a record from which the liability of the Government of Canada in the form of direct or guaranteed securities can be established. Other purposes are to establish the status of individual bonds and to respond to enquiries from bond owners.
Consistent Uses: This bank is used in the general administration of the government's debt and, in particular, to maintain a record of ownership of fully registered bonds as required by Section 4 of the Domestic Bonds of Canada Regulations issued under the authority of the *Financial Administration Act*. The registers of fully registered bonds form the basis on which interest payments, either by cheque or by direct deposit, are made.
Retention and Disposal Standards: Microfilm copies of these records are held indefinitely. (Authority — Domestic Bonds of Canada Regulations)
Related to COR: BOC/PDD-315
TBS Registration Number: 000070

BOC/P-PU-010
Registers of Interest Paid
Description: This bank contains names, addresses, social insurance numbers or account numbers of individuals to whom interest is paid, together with the listing of all bonds held.
Class of Individuals: General public.
Purpose: The purpose of this bank is to maintain a record of interest paid, by cheque or direct deposit, to holders of fully registered Government of Canada marketable bonds and Canada Savings Bonds.
Consistent Uses: The information is used to investigate and respond to enquiries from bond owners relating to interest payments.
Retention and Disposal Standards: Records are maintained for a period of five years.
Related to COR: BOC/PDD-320
TBS Registration Number: 000071

BOC/P-PU-015
Bondholder Enquiries and Estate Files
Description: This bank contains names, addresses, social insurance numbers and copies of legal documents that support the transfer of ownership of Government of Canada bonds and other correspondence between bond owners, or their authorized representatives, and the Bank of Canada. Included in the correspondence are requests for information on bonds presently or previously held; communications concerning lost bonds, coupons and interest cheques; requests for information concerning the terms and conditions of specific issues, and interpretations of the Domestic Bonds of Canada Regulations.
Class of Individuals: General public.
Purpose: The purpose of this bank is to store documents that support the transfer of ownership of Government of Canada bonds and other correspondence between bond owners, or their authorized representatives, and the Bank of Canada.
Consistent Uses: The information is used to respond to enquiries from bond owners, or their authorized representatives.
Retention and Disposal Standards: Retention periods range from two years to indefinite. (Authority — Domestic Bonds of Canada Regulations)
Related to COR: BOC/PDD-335
TBS Registration Number: 000072

BOC/P-PU-020
Unclaimed Bank Balances
Description: This bank contains an alphabetical record of all unclaimed bank accounts that have been transferred to the Bank of Canada. An unclaimed bank balance is a debt payable by a bank in Canadian currency as a result of either (a) no transaction having taken place and no statement of account having been requested or acknowledged by the creditor during a period of ten years with respect to a deposit held by that creditor at a branch of a bank, or (b) no payment having been made, on a cheque, draft or bill of exchange issued, certified or accepted by a branch of a Canadian bank, for a period of ten years from the date of issue, certification or acceptance of (including an instrument drawn by one branch of a bank on another branch of the bank, but not including an instrument issued in payment of a dividend on the capital stock of a bank). Dormant bank balances of $50 or less which have not been claimed from the Bank of Canada for a further 20 years are then turned over to the Receiver General for Canada. Dormant bank balances of more than $50 are kept indefinitely under the present legislation.
Class of Individuals: General public.
Purpose: The purpose of this bank is to maintain a record of unclaimed bank balances that have been transferred to the Bank of Canada from Canadian chartered banks in accordance with Section 209 of the *Bank Act*.
Consistent Uses: To investigate and respond to enquiries from

prospective claimants in order to arrange for payments to verified owners of the dormant balances.
Retention and Disposal Standards: Balances under $50 — records kept for 21 years. Balances over $50 — records kept indefinitely. (Authority — *Bank Act*)
Related to COR: BOC/COM-345
TBS Registration Number: 000073

BOC/P-PU-025
Personal Information Disclosed to Federal Investigative Bodies (New)
Description: This bank has been established in accordance with subsection 8(4) of the *Privacy Act* in order to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the *Privacy Act*, for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation.
Class of Individuals: Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the *Privacy Act* from federal investigative bodies.
Purpose: The purpose of this bank is to permit the Privacy Commissioner to review disclosures, investigate complaints and report on any abuse of this disclosure provision.
Retention and Disposal Standards: Records are retained for two years after their last administrative use and are then destroyed.
TBS Registration Number: 001595

BOC/P-PU-030
Access to Information and Privacy Requests Data Bank (New)
Description: This bank contains the access to information and personal information request forms or letters sent by individuals requesting access to files, the replies to such requests and information related to their processing, including copies of information that may have been disclosed and any record of subsequent complaints.
Class of Individuals: Canadian citizens/permanent residents of Canada.
Purpose: The information is used for processing requests; to assist in the preparation of annual reports, and to provide a record of all such requests received by the Bank.
Retention and Disposal Standards: These files are held for five years, then destroyed.
TBS Registration Number: 001596

BOC/P-PU-035
Applications for Employment (New)
Description: This bank contains all applications received from the general public requesting employment with the Bank of Canada. It includes completed application forms, letters, curriculum vitae and other personal information. Individuals are identified by name.
Class of Individuals: Individuals seeking employment.
Purpose: The files are used in the selection of staff.
Retention and Disposal Standards: Records are held for periods of three months to one year and are then destroyed.
TBS Registration Number: 001597

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to

Privacy Co-ordinator
Bank of Canada
234 Wellington Street
4th Floor, Centre Building
Ottawa, Ontario
K1A 0G9
Telephone: (613) 782-8537

As the responsibility for the affairs of the Bank rests with a board of directors, some of its administrative functions and activities differ slightly from those in many government departments and agencies.

PARTICULAR BANKS

BOC/P-PE-801
Relocation
Description: This bank contains authorizations, advances, claims, receipts, and correspondence concerning the relocation of employees.
Class of Individuals: Bank of Canada employees.
Purpose: The purpose of this bank is to maintain information regarding the relocation of employees.
Consistent Uses: To administer the relocation functions with respect to their approval, as well as advances and claims.
Retention and Disposal Standards: Records are kept for a period of five years following the date of the last transaction, after which they are destroyed.
TBS Registration Number: 000074

BOC/P-PE-802
Travel
Description: This bank contains advances, claims, receipts, travel arrangements, itineraries and correspondence concerning employee business travel.
Class of Individuals: Bank of Canada employees.
Purpose: The purpose of this bank is to maintain information regarding the travelling expenses of employees.
Consistent Uses: To provide advances and approve claims for business travel expenses.
Retention and Disposal Standards: Records are kept for a period of seven years, then destroyed.
TBS Registration Number: 000075

BOC/P-PE-803
Garnishees
Description: This bank contains orders of garnishment and related correspondence.
Class of Individuals: Bank of Canada employees.
Purpose: The purpose of this bank is to maintain information concerning orders for garnishment.
Consistent Uses: To provide for the execution of orders of garnishment.
Retention and Disposal Standards: Records are kept for a period of three years after the garnishment order is no longer in force, then destroyed.
TBS Registration Number: 000076

STANDARD BANKS

The following standard banks are located at Head Office, 234 Wellington Street, Ottawa, Ontario.

BOC/P-SE-901
Employee Personnel Record
Description: Information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, career résumés and references; geographical and organization location; appointments, transfers,

promotions and demotions; periods of employment, including probationary periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics, however, is found in the various other standard banks described below. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Bank of Canada employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. This bank provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing; attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security; where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are co-ordinated in the interests of both the individual and the employer.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references.

Retention and Disposal Standards: Personnel files for employees with three years service and under are kept for period of three years after separation; for those employees with over three years service, records are kept for a period of 10 years after separation.

TBS Registration Number: 000077

BOC/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; human resources inventory print-outs; candidates' application; lists of candidates; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include education levels and social insurance number. Notation of staffing decisions may also appear in the Employee Personnel Record.

Class of Individuals: Bank of Canada employees.

Purpose: The bank provides a record of the information used in staffing positions.

Consistent Uses: To select candidates and staff positions.

Retention and Disposal Standards: Staffing applications are kept for one year, then destroyed.

TBS Registration Number: 000078

BOC/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications which include social insurance number and correspondence related to attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form, as modules of institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave.

Consistent Uses: To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Records are kept for a period of three years, then destroyed.

TBS Registration Number: 000079

BOC/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee including the social insurance number, as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. Earning and superannuation records are attached to the Employee Personnel Record. Some of the above information exists in a computer-based system in order to generate salaries, pensions, deductions or to adjust an employee payroll/personnel record.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements) and to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.

Retention and Disposal Standards: Files for employees with three years service and under are kept for a period of three years after separation; for those employees with over three years service records are kept for a period of 10 years after separation.

TBS Registration Number: 000080

BOC/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance numbers; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored both by the Bank and operated by other organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record. Information on an employee's needs for individual development related to performance is mentioned on the Performance Review and Employee Appraisal Form which in turn is attached to the Employee Personnel Record.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are kept for a period of five years, then destroyed.
TBS Registration Number: 000081

BOC/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data such as first official language, date of birth and the social insurance number for purposes of identification; language knowledge levels; training certificates and correspondence about the official languages qualifications of employees.
Class of Individuals: Bank of Canada employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees.
Consistent Uses: To document the language training needs and accomplishments of employees and aid in determining the linguistic status of employees and the auditing of the administration of official language programs.
Retention and Disposal Standards: Records are retained for the duration of employment, after which they are destroyed.
TBS Registration Number: 000082

BOC/P-SE-907

Occupational Health and Safety

Description: The bank contains personal health records for employees maintained separately under confidential status; Worker's Compensation Board reports; accident and occupational injury or illness reports and related correspondence. First aid treatment records are also retained by the Bank in accordance with the Canada Labour Code.
Class of Individuals: Bank of Canada employees.
Purpose: The purpose of this bank is to maintain individual records of employee health and to provide documentation for the administration of the occupational health programs, including accident prevention and health protection.
Consistent Uses: To maintain health records on employees for health services provided to employees; to record safety and health details and causes of accidents/injuries for accident prevention and health protection purposes, and to enable the effective administration of the occupational health program.
Retention and Disposal Standards: Records are kept for a period of ten years after an employee leaves the Bank.
TBS Registration Number: 000083

BOC/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of RCMP investigations; fingerprint forms; criminal histories; credit bureau checks; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record.
Class of Individuals: Bank of Canada employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for employees whose position requires a security classification. Reliability checks on all employees are also maintained within this bank.
Consistent Uses: To determine the level of security clearance and to provide information for the administration of the Bank's security measures. To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Records are destroyed three years after an employee leaves the institution for which the security clearance was granted. In cases where a security clearance was not granted, records are kept for a period of five years after an employee leaves the institution, then destroyed.
TBS Registration Number: 000084

BOC/P-SE-910

Grievances

Description: This bank contains presentations by employees; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Bank of Canada employees.
Purpose: The purpose of this bank is to record information used in the grievance process.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process.
Retention and Disposal Standards: Records are kept for a period of five years following date of resolution, then destroyed.
TBS Registration Number: 000085

BOC/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Bank of Canada employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions.
Consistent Uses: To determine the need for and nature of disciplinary actions; and to support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: Records are kept for a period of five years following the date of disciplinary action, then destroyed.
TBS Registration Number: 000086

BOC/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank.
Class of Individuals: Bank of Canada employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To maintain a record of parking permits.
Retention and Disposal Standards: Records are kept for a period of three years after the permit expires, then destroyed.
TBS Registration Number: 000087

BOC/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms, including the social insurance number, and correspondence related to the issuance of identification and building-pass cards.
Class of Individuals: Bank of Canada employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue and control identification and building-pass cards.
Retention and Disposal Standards: Records are kept for a period of three years after an employee leaves the Bank, then destroyed.
TBS Registration Number: 000088

BOC/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to record necessary information to deal with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case, to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are kept for a period of five years following the date of the most recent administrative activity in relation to an individual case, then destroyed.

TBS Registration Number: 000089

CANADA COUNCIL

Chapter 7

CANADA COUNCIL

Background

The Canada Council was created by the Parliament of Canada in 1957(*Canada Council Act*, 1957, RSC 1970 c-2, as amended). The mandate of the Canada Council (Section 8(1)) is "to foster and promote the study and enjoyment of, and the production of works, in the arts."

Overall Responsibilities

In particular, but without limiting the generality of the foregoing, the Council may, to further its objectives:

- assist, co-operate with and enlist the aid of organizations, the objectives of which are similar to any of the objectives of the Council;
- provide, through appropriate organizations or otherwise, for grants, scholarships or loans to persons in Canada for study or research in the arts in Canada or elsewhere, or to persons in other countries for study or research in the arts in Canada;
- make awards to persons in Canada for outstanding accomplishment in the arts;
- arrange for and sponsor exhibitions, performances and publications of works in the arts;
- exchange with other countries or organizations or persons therein knowledge and information respecting the arts; and
- arrange for representation and interpretation of Canadian arts in other countries.

The arts are defined (Section 2) as "architecture, the arts of the theatre, literature, music, painting, sculpture, the graphic arts, and other similar creative and interpretative activities." Council's concerns include not only existing but also emerging new artists, audiences, arts organizations and works in the arts.

The Canada Council has adopted as its general policy objective to recognize, foster, and promote excellence in the arts. Most grants are awarded through an extensive system of competitions, juried by practising artists and other independent specialists in the disciplines involved. The principles of advertised competition and peer evaluation are integral to the decision-making process of the Council.

The Canadian Commission for UNESCO

In addition to its mandate to foster and promote the arts, the Canada Council has been assigned responsibility for the Canadian Commission for the United Nations Educational, Scientific and Cultural Organization (UNESCO) (Section 8(2), Order-in-Council PC 1957-831), in conformity with the constitution of UNESCO.

Access Procedures

Please direct enquiries under the *Privacy Act* to

Access to Information and Privacy Co-ordinator
Canada Council
99 Metcalfe Street,
P.O. Box 1047
Ottawa, Ontario
K1P 5V8

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Arts Awards Service

CAC/P-PU-005
Arts Grants Case Files
Description: Contains the name, address, phone number, social insurance number and curriculum vitae of each candidate applying for a grant. In addition, the files indicate the process of adjudication used (jury or assessment) and may include the comments (or a précis of the comments) of the jurors or assessors. Arts grants "A" and "B" files contain up to three confidential letters of appraisal, which are signed by an appraiser and sent directly to the Canada Council without being seen by the candidate. The files are organized alphabetically according to grant category. A card file containing the personal information and adjudication result is maintained separately and organized alphabetically.
Class of Individuals: Grant applicants.
Purpose: Contains files of individuals who have applied to the Arts Awards Service for an arts grant in one of five categories: Arts grants "A" and "B", short term grants, project cost-grants and travel grants. The Bank is managed by the registration section of the service.
Consistent Uses: Used in the adjudication process of grant requests and to provide data for statistical analysis of requests for individual grants.
Retention and Disposal Standards: PAC# = 83-038
Related to COR: CAC/AAS-030
TBS Registration Number: 000313

CAC/P-PU-010
Grants for International Representation Case Files
Description: Contains application forms indicating the names, addresses, phone numbers, social insurance numbers and curricula vitae of candidates, as well as the names of Canadian and international organizations with which they may be associated. The files indicate the process of adjudication used (jury or assessment) and confidential comments of these jurors or assessors (or précis thereof). The files are organized alphabetically and may be retrieved alphabetically or numerically. A card file containing the personal information and names of relevant organizations is maintained separately and organized alphabetically.
Class of Individuals: Grant applicants.
Purpose: Contains files of individuals who have applied to the Arts Awards Service for a Grant for International Representation (GRIPE). The bank is managed by the registration section of the service.
Consistent Uses: The information contained in the bank is used to evaluate the relative merit of the proposal, for the purpose of funding the international travel requested.
Retention and Disposal Standards: PAC# = 83-038
Related to COR: CAC/AAS-045
TBS Registration Number: 000314

CAC/P-PU-015
Paris Studios Program Case Files
Description: Candidate files containing letters of requests and curricula vitae of candidates, as well as correspondence including addresses.
Class of Individuals: Studio applicants.
Purpose: The bank contains the requests by individual artists for access to artists' studios in Paris, France. The bank is maintained by the central registry section of the Canada Council.

Consistent Uses: The information contained in the bank is used to evaluate the relative merit of the requests for access to artists' studios.
Retention and Disposal Standards: PAC# = 83-038
Related to COR: CAC/AAS-025
TBS Registration Number: 000315

CAC/P-PU-020
Correspondence Files
Description: Correspondence including addresses.
Class of Individuals: Correspondents with Canada Council.
Purpose: The bank contains correspondence from individuals who have not made formal application for a grant from the Arts Awards Service. It is maintained by the registry section of the service.
Consistent Uses: To maintain a record of all correspondence sent to the Arts Awards Service.
Retention and Disposal Standards: PAC# = 83-038
Related to COR: CAC/AAS-025
TBS Registration Number: 000316

Explorations Program

CAC/P-PU-025
Explorations Grants Case Files
Description: The files contain names, addresses, phone numbers and curricula vitae of candidates. There are up to three confidential letters of appraisal which are signed by an appraiser and sent directly to the Explorations Program without being seen by the candidate. In addition, the file contains a letter notifying the candidate of the result. In the case of a successful applicant, interim and final reports will be added to the file while the project is being carried out. The files are organized numerically. A card file containing the personal information and adjudication results is maintained separately and organized alphabetically.
Class of Individuals: Explorations grant applicants.
Purpose: The bank contains files of individuals who have applied for an explorations grant. The bank is managed by the registration section of the Explorations Program.
Consistent Uses: The files are used in the adjudication process of grant requests and to provide data for statistical analysis of requests for individual grants.
Retention and Disposal Standards: PAC# = 83-038
Related to COR: CAC/EXP-070
TBS Registration Number: 000317

Communications Service

CAC/P-PU-030
Communications Service Mailing List

The Communications Service has direct responsibility for the management of this mailing list. The purpose of this mailing list is to compile and maintain addresses of individuals and organizations to whom selected Canada Council publications are sent. It contains names and addresses of individual artists, arts organizations, organizational contacts, government departments, universities and other organizations to whom publications are sent. In addition, each computer record contains a code which identifies the discipline and area of interest, a code which identifies whether or not the individual is a client of the Council, and a unique reference number. It is used to facilitate the sending of Canada Council publications to interested parties. The code which identifies whether or not the individual is a client of the Council is not included on the actual mailing labels. Files are revised on an ongoing basis. Names are added or deleted as programs change, or the status of recipients changes, etc.

Art Bank

CAC/P-PU-035
Purchase of Art Works from Artists Case Files

The purpose of this bank is to maintain a record of applications to the art bank for the purchase of art works from individual artists. It contains case files, including letters of application from individual artists, correspondence to and from artists, invoices, biographical data, and jury decisions. It is used to keep records on each application by artists for purchase of their work, to ensure payment is made for each work purchased, and to accumulate information on all works purchased from one artist. Files are kept permanently for successful applications. Files on unsuccessful applicants are retained at the Council for three years, after which they are destroyed.

CAC/P-PU-040
Art Bank Labels

These labels are affixed to art works to identify the work. They contain the name of artist, birthdate and place, title, medium, date of creation, and accession number. They are used for identification purposes and are kept for as long as the work is in the art bank collection.

CAC/P-PU-045
Installation of Art Work Files

The purpose of this bank is to collect descriptive data on works purchased, especially on how works should be installed. It contains diagrams, supplied by artists or their dealers, giving details on installation of art works and forms giving details on installation of art works and describing works purchased. It is used to identify works and assist with their installation. Records are kept permanently.

CAC/P-PU-050
Biographical Files

The purpose of this bank is to collect biographical information on artists, including biographies sent by artists or their dealers, invitations to exhibition openings, newspaper clippings, etc. It is used as research information by staff and the public. Records are kept permanently.

CAC/P-PU-055
Accession Cards

The purpose of this bank is to keep track of all works in the art bank collection as well as containing some basic information on the artists. It contains such data on purchased works as title, medium, size, signature on work, date of creation, jury members, date of purchase, history of location, of work, and rental fee. In addition, this bank contains basic information on the artist such as birthdate and place, citizenship, his/her dealer and place of residence when work was purchased. It is used to keep records of all works purchased by the art bank as well as their current location. In addition, it is used to provide statistical information on art works and artists represented in the art bank collection and to compile information for the art bank catalogue. Records are kept permanently.

CAC/P-PU-060

Art Bank Catalogue

This bank is used to list all works purchased for the art bank collection. It lists all works in the collection giving information on the artists, birthdate and place, title of work, medium, size and accession number. It is used for research purposes by the art bank and the general public. Records are updated on a yearly basis to account for changes in the collection. It is reproduced bi-annually.

CAC/P-PU-065

Damaged/Lost Works

The purpose of this bank is to document lost or damaged art bank works. It contains condition reports, correspondence with clients, conservators, insurance adjusters, etc, invoices, and copies of cheques. It is used to keep track of damaged works, restoration procedures, costs and payment and where works were lost or stolen. Records are kept permanently.

CAC/P-PU-070

Repurchase Program

The purpose of this bank is to maintain a record of artists' requests to repurchase works of art originally sold to the art bank. Financial transactions are also recorded in these files. It contains letters of application from artists or their dealers, details of repurchase costs, invoices, correspondence to artists informing them of the art bank decision and copies of cheques. The bank contains records on the repurchase program and the number of works each artist has requested for repurchase. Records are kept permanently.

CAC/P-PU-075

Application for Employment Search File

The purpose of this bank is to maintain a record of applications made directly to the art bank (outside of regular Canada Council competitions). It contains applications from prospective employees and generally includes resumés, covering letters with addresses, etc. After initial sorting, copies of applications are transferred to the personnel section of Canada Council in case suitable positions arise. Copies of applications are maintained at the art bank for three years, after which they are destroyed.

CAC/P-PU-080

The Canadian Painters and Canadian Sculpture Slide Sets

The purpose of this bank is to maintain slide sets of Canadian contemporary art work for sale to the public. Short biographies of the artists involved and descriptions of their works are included in order to identify the slides. The slides are for sale to the general public although the majority of buyers include libraries, universities, and art galleries. Slides are kept until all sets are sold.

Associate Director's Office

CAC/P-PU-085

Assessors Book

This information bank contains lists of names of individuals who are recognized as experts in the various arts disciplines. It is compiled by the advisory arts panel secretariat, which reports to the associate director. Each disciplinary section, together with the Arts Awards Service, draws up a list of experts in its particular field. After the lists are approved by the disciplinary subcommittees of the advisory arts panel, the secretariat compiles them into the Assessors Book. For each individual, the lists give a name, address, phone number and discipline. This information is organized alphabetically by name, within discipline. It is used exclusively by Council officers when selecting juries and individual assessors to adjudicate or advise on grant applications. The lists are used for no other purpose. They are updated periodically (once a year, or once every second year) and are maintained indefinitely.

Personnel Section

CAC/P-PU-090

Applications for Employment

The bank is used to maintain an inventory of applications received from individuals seeking employment with the Canada Council. Records include both applications solicited for specific competitions and unsolicited applications. It includes covering letters, career résumés, letters of recommendation, and acknowledgement of applications. Résumés normally provide individual's name, social insurance number, address, personal characteristics, employment history, education, and other personal information. In the absence of a résumé, applicants submit a Public Service of Canada application for employment. Applications are used to assist in filling available positions. Both solicited and unsolicited applications are kept for one year.

Canadian Commission for UNESCO

CAC/P-PU-095

UNESCO Mailing List

The purpose of this bank is to maintain a record of individuals to whom UNESCO publications, including reports, press releases, and the minutes of meetings may be sent. It contains addresses which normally include name, address, telephone number and codes identifying disciplines of interest such as general education, adult education, natural sciences, social sciences, culture, communications, etc. It is used to identify individuals to whom UNESCO-related documents can be sent. Information is held permanently, or until the client wishes to be removed from the list.

CAC/P-PU-100

Biographies

The purpose of the bank is to maintain a bank of selected biographical material on individuals who may be suited to serving UNESCO in some capacity (e.g. at international conferences or on related bodies). Most of the biographical material is obtained from suitable individuals applying for employment. In addition, UNESCO assembles biographies on its own or commissions biographies. Each file normally contains an individual's name, address, work history, educational background and date of birth. This bank is rarely utilized; occasionally the information is used to assist in choosing persons to participate in UNESCO-related activities, such as international meetings, or to aid in the election of members to the UNESCO executive committee. The bank also provides addresses for the UNESCO mailing list. Records are kept permanently, or until the client wishes to be removed from the list.

CAC/P-PU-105

National Commission Grants Case Files

The purpose of this bank is to maintain a record of the application and assessment of associations or individuals applying for travel and/or project assistance under the National Commission Grants Program. This bank contains application letters, supporting data presented by the applicant, the project proposal, financial data, the decision of the Commission, and in the case of a funded project, financial and administrative data. It is used to maintain a record of the application and assessment of associations or individuals applying for travel and/or project assistance. Records are retained permanently.

CAC/P-PU-110

Applications for Employment

The purpose of this bank is to maintain a record of applications from individuals for employment with UNESCO in Paris and elsewhere abroad (i.e. positions other than with the secretariat of the Canadian Commission). The bank contains names, addresses and requests. Applications including résumé, covering letter, etc. are forwarded to the relevant office or body. Only a copy of the covering letters which normally accompany applications are retained. These copies are retained solely for record tracing purposes. Records are retained for five years, after which they are destroyed.

Media Arts Section

CAC/P-PU-115

Video/Audio Production Grants (New)

Description: Video Production files of grant holders containing correspondence relating to the preliminary inquiry, the application with supporting data, the details of payment of the grant and the final report of the grant holder's success.

Class of Individuals: Grant applicants.

Purpose: Contains files of individuals who have applied for a Video Production Grant.

Consistent Uses: The files are used in the adjudication process of grant requests.

Retention and Disposal Standards: Files are retained for eight years. Successful files are transferred to Public Archives after the retention period. Unsuccessful files are destroyed after the retention period.

PAC# = 83-038

TBS Registration Number: 001645

CAC/P-PU-120

Integrated Media (New)

Description: Integrated Media files of grant holders containing correspondence relating to the preliminary inquiry, the application with supporting data, the details of payment of the grant and the final report of the grant holder's success.

Class of Individuals: Grant applicants.

Purpose: Contains files of individuals who have applied for an Integrated Media Grant.

Consistent Uses: The files are used in the adjudication process of grant requests.

Retention and Disposal Standards: Files are retained for eight years. Successful files are transferred to Public Archives after the retention period. Unsuccessful files are destroyed after the retention period.

PAC# = 83-038

TBS Registration Number: 001646

CAC/P-PU-125

Film/Holography Production Grants (New)

Description: Film Production files of grant holders containing correspondence relating to the preliminary inquiry, the application with supporting data, the details of payment of the grant and the final report of the grant holder's success.

Class of Individuals: Grant applicants.

Purpose: Contains files of individuals who have applied for a Film Production Grant.

Consistent Uses: The files are used in the adjudication process of grant requests.

Retention and Disposal Standards: Files are retained for eight years. Successful files are transferred to Public Archives after the retention period. Unsuccessful files are destroyed after the retention period.

PAC# = 83-038

TBS Registration Number: 001647

Visual Arts Section

CAC/P-PU-130

Performance Arts (New)

Description: Performance Arts files of grant holders containing correspondence relating to the preliminary inquiry, the application with supporting data, the details of payment of the grant and the final report of the grant holder's success.

Class of Individuals: Grant applicants.

Purpose: Contains files of individuals who have applied for a Performance Arts Grant.

Consistent Uses: The files are used in the adjudication process of grant requests.

Retention and Disposal Standards: Files are retained for eight years. Successful files are transferred to Public Archives after the retention period. Unsuccessful files are destroyed after the retention period.

PAC# = 83-038

TBS Registration Number: 001648

Touring Office

CAC/P-PU-135

Touring Office Case Files (New)

Description: Touring Office files of grant holders containing correspondence relating to the preliminary inquiry, the application with supporting data, the details of payment of the grant and the final report of the grant holder's success.

Class of Individuals: Grant applicants.

Purpose: Contains files of individuals who have applied to the Touring Office for a touring grant in one of the following categories: Apprenticeship Program; Concerts Canada Program; Festivals Program; and the Performing Arts Venture Capital Fund.

Consistent Uses: The files are used in the adjudication process of grant requests.

Retention and Disposal Standards: Files are retained for eight years. Successful files are transferred to Public Archives after the retention period. Unsuccessful files are destroyed after the retention period.

PAC# = 83-038

TBS Registration Number: 001649

Secretary to Council

CAC/P-PU-140

Federal Investigative Body Requests (New)

Description: This bank contains requests made by federal investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. Individuals

seeking access to this bank should provide their full name and address. To date, it contains a very limited number of requests.
Purpose: The purpose of this bank is to ensure that requests by federal investigative bodies for personal information held by Canada Council are properly authorized.
Consistent Uses: The records are used to monitor and maintain a record of the information requested and/or provide it to federal investigative bodies; and to ensure compliance with the *Privacy Act*. The records may be viewed by the Privacy Commissioner or delegate, when investigating complaints.
Retention and Disposal Standards: Records in this bank are retained for two years after their last administrative use, and are then destroyed.
PAC# = 85-001
TBS Registration Number: 001650

CAC/P-PU-145
Access to Information and Privacy Bank (New)

This bank contains requests from individuals seeking information under the *Access to Information Act*, the *Privacy Act*, replies to such requests and information related to their processing. This information relates to the general public. The bank is used to process requests of access to information and privacy and report the total number of requests processed. Records are retained for two years.

Classes of Personal Information

Visiting Foreign Artists File

Personal information regarding artists may be contained in the visiting foreign artists files, which are organized by institution, alphabetically, and are not retrievable by personal identifiers. Personal information includes name, address and curricula vitae of foreign artists invited to Canada.

Routine Correspondence and Other Subject Files

Personal information of a routine nature may be found in correspondence or other subject files. This information is generally not retrievable by personal name or other personal identifier and is normally not used for administrative purposes, (e.g., requests for grant application forms or other correspondence not leading to an actual application).

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to

Privacy Co-ordinator
Canada Council
99 Metcalfe Street
Ottawa, Ontario
K1P 5V8
Telephone: (613) 237-3400

STANDARD BANKS

CAC/P-SE-901
Employee Personnel Record

This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. The information in this bank relates to departmental employees. The purpose of this bank is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. The information is used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. The information is retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

CAC/P-SE-902
Staffing

The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications;

lists of candidates; rating board assessments, including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) The information relates to departmental employees. The bank provides a record of the information used in staffing positions in a government institution, and is used to select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted. The records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

CAC/P-SE-903

Attendance and Leave

This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. The information relates to departmental employees. The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. The information is used to record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. Records are destroyed two years after expiry of the fiscal year.

CAC/P-SE-904

Pay and Benefits

This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The information is used to enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*. Records are destroyed two years after expiry of the fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

CAC/P-SE-905

Training and Development

This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. The information is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees. The records are destroyed two years after completion of the particular training and development undertaken by an employee.

CAC/P-SE-906

Official Languages

This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. The information relates to departmental employees. The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. The information is used to support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Two years after last documentation the records are destroyed.

CAC/P-SE-907

Occupational Health and Safety

The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908. The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program. The information is used to support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. The period of retention of the records is five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.

CAC/P-SE-910
Grievances

This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances. The information relates to departmental employees. The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board. Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board. Three years following date of resolution or date of decision by the Public Service Staff Relations Boards the records are destroyed.

CAC/P-SE-911
Discipline

This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. The information relates to departmental employees. The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions. The information is used to support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment. The period of retention for correspondence regarding investigations, testimony by witnesses and legal opinions is five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

CAC/P-SE-912
Performance Reviews and Employee Appraisals

This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. The information relates to departmental employees. The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. The information is used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. Records are destroyed after ten years for employees in the Management Resources Information System and three years for all other employees.

CAC/P-SE-913
Travel and Relocation

This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. The information relates to departmental employees. The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees. The information is used to administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

CAC/P-SE-914
Parking

This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP. The information relates to departmental employees. The purpose of this bank is to maintain information for the administration of parking privileges. The information is used to issue parking permits. Records are destroyed two years after the permit expires.

CANADA DEPOSIT INSURANCE CORPORATION

Chapter 8

CANADA DEPOSIT INSURANCE CORPORATION

Background

The Canada Deposit Insurance Corporation was established in 1967 by the *Canada Deposit Insurance Corporation Act*. The Corporation's primary role is to provide, for the benefit of persons having deposits in a bank, trust or loan company, insurance against the loss of all or part of their deposits to a maximum of $60 000 in the event of the failure of the member institution concerned. The definition of "deposit" may be summarized as moneys received by a member institution which it is obligated to repay on demand, or on a fixed or determinable date that is within five years from the date of the deposit. Deposits not payable in Canada or repayable in foreign currency are not insured. In the furtherance of its main function, the Corporation may, amongst other powers, acquire assets from, or make or guarantee loans to, or deposits with a member institution for the purpose of averting or reducing a threatened loss to the Corporation.

Organization

The affairs of the Corporation are administered by the Board of Directors which presently consists of the Chairman who is appointed by the Governor in Council, and four directors who hold the offices of Governor of the Bank of Canada, Deputy Minister of Finance, Superintendent of Insurance and Inspector General of Banks. Legislation presently before Parliament will, if passed, provide for the addition of four members to be appointed by the Governor in Council. The Corporation reports to Parliament through the Minister of Finance.

Access Procedures

Please address all inquiries to

Access to Information and Privacy Co-ordinator
Canada Deposit Insurance Corporation
22nd Floor
320 Queen Street
Tower A
Ottawa, Ontario
K1P 5W5
Telephone: (613) 996-2081

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

CDI/P-PU-005
Payments to Depositors

This bank contains records pertaining to deposit insurance payments made to the depositors of companies in liquidation. Personal information in this bank relates to depositors. The purpose of this bank is to maintain a record of amounts paid to depositors, and names and addresses of depositors.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for access to the Privacy Co-ordinator at the address given above.

PARTICULAR BANKS

CDI/P-PE-801
Employee Records

This bank contains records on appointments, attendance, leave, competitions, selection, education, pay, personal history and superannuation. Class of individuals to whom the personal information pertains includes officers, consultants and employees. The purpose of this bank is to maintain a general personnel information system.

CANADA LABOUR RELATIONS BOARD

Chapter 9

Background

The original Canada Labour Relations Board (organized in 1948) was composed of members representing both management and labour appointed by the federal government to deal, on a part-time basis, with the orderly resolution of trade union representation disputes under the *Industrial Relations and Disputes Investigation Act*.

The Canada Labour Relations Board was established in its present form in 1972 by the amended Canada Labour Code (R.S.C. 1970, CL-1 as amended by S.C. 1972, C.18) and became effective March 1, 1973. The Board is a quasi-judicial body with statutory and regulatory powers pertaining to the administration of Part V of the Canada Labour Code dealing with industrial relations. The members of the Board are non-representational full-time appointees with experience and knowledge of industrial relations and labour law. As members of a non-partisan board they are prohibited from holding any other remunerated office or employment.

In general, Part V of the Canada Labour Code charges the Board with a two-fold responsibility; that of granting, modifying and terminating bargaining rights, and that of resolving, through mediation or adjudication, complaints of unfair labour practice concerning violations of the Code by trade unions or employers.

The Board, under Part IV of the Code, hears appeals against safety rulings in cases where imminent danger has been alleged. It also rules on complaints by employees that they have been discriminated against or punished for exercising their rights in relation to safety.

Access Procedures

The following banks are located in operational services at the Board's headquarters in Ottawa. Enquiries concerning these banks should be made in writing to

Privacy Co-ordinator
Canada Labour Relations Board
C.D. Howe Building
240 Sparks Street
4th Floor West
Ottawa, Ontario
K1A 0X8

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

CLR/P-PU-005
Violations of the Canada Labour Code
Description: This bank contains case files concerning complaints by individuals that a section, or sections, of the Canada Labour Code, Parts IV and V have been violated by their employer, their union, or another individual. Files may contain information on grievances, work records, or letters from unions or employers containing opinions or comments about individuals.
Class of Individuals: Individuals who work for companies under federal jurisdiction, as set out in the Canada Labour Code.
Purpose: Information about individuals is obtained solely for the purpose of bringing about a settlement to the dispute or, failing settlement, for the purpose of adjudication by the Board on the merits of the complaint.
Consistent Uses: Information contained in case files, along with testimony given at public hearings may be published in written judgements which set out the Board's reasons for rejecting or upholding a complaint. Personal information is used solely for the purpose of settling or deciding on the merits of each case and is published solely for the purpose of explaining the Board's reasons for its decision and its policy in like cases.
Retention and Disposal Standards: Case files are kept for five years if successful and three years if unsuccessful, and are then transferred to the Public Archives of Canada for selective retention. Settled cases are kept for the minimum two years required and then destroyed.
PAC# = 84-015
Related to COR: CLR/OPS-010
TBS Registration Number: 000101

CLR/P-PU-010
Termination of Bargaining Rights
Description: This bank contains case files concerning applications for revocation of certifications which grant bargaining agents (unions) the right to represent employees in collective bargaining with employers in the federal jurisdiction.
Class of Individuals: Individuals who work for companies under federal jurisdiction, as set out in the Canada Labour Code.
Purpose: Personal information is obtained solely for the purpose of determining whether an individual is a member of the bargaining unit and therefore entitled to express his support for or against his bargaining agent.
Consistent Uses: Applications for revocation may occasionally require a public hearing in order to determine complex issues which could affect the Board's decision and may result in the publication of a written judgement which will contain the facts surrounding the application and the Board's reasons for granting or rejecting it.
Retention and Disposal Standards: Files are kept for five years for successful applications and three years for unsuccessful applications, then transferred to the Public Archives of Canada for selective retention. Cases which are withdrawn are destroyed after two years.
PAC# = 84-015
Related to COR: CLR/CLR-005
TBS Registration Number: 000102

Classes of Personal Information

Other case files and subject files held by operational services may contain personal information such as names of individuals, addresses, position titles, job descriptions, salaries, and membership in a trade union. The information is not retrievable by personal identifiers and is collected solely for the purpose of administering the Canada Labour Code. All files are organized by file number and are maintained by operational services at headquarters in Ottawa. Regional offices retain duplicate files for the purposes of investigation until the settlement of a case.

No case files have been destroyed since 1973. A schedule for the retention and disposal of these files has not yet been approved.

Some personal information such as job descriptions and salaries may be published in written judgements where it is pertinent to the background of a case in which the Canada Labour Relations Board decides its decision requires formal elaboration. Such information is usually the result of testimony given at public hearings.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address requests for formal access to

Privacy Co-ordinator
Canada Labour Relations Board
4th Floor West
240 Sparks Street

CANADA LABOUR RELATIONS BOARD

Ottawa, Ontario
K1A 0X8
Telephone: (613) 996-9466

STANDARD BANKS

CLR/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000103

CLR/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000104

CLR/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000105

CLR/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and

diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

PAC# = 85-001

TBS Registration Number: 000106

CLR/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Review and Employee Appraisals Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.

PAC# = 85-001

TBS Registration Number: 000107

CLR/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000108

CLR/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000109

CLR/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000110

CLR/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000111

CLR/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 000112

CLR/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

PAC# = 85-001

TBS Registration Number: 000113

P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

Class of Individuals: Employees of government institutions.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance This impacts on a current public officer's ability to deal with the former public servant.

Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001651

CLR/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Consistent Uses: To issue identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.

PAC# = 85-001

TBS Registration Number: 000114

CLR/P-SE-918

Affirmative Action

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act,* Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.

PAC# = 85-001

TBS Registration Number: 000115

CANADA LANDS COMPANY LIMITED

Chapter 10

CANADA LANDS COMPANY LIMITED

Background

The Canada Lands Company Limited has, by virtue of its letters patent of incorporation, the power to acquire, purchase, lease, hold, improve, manage, exchange, sell, turn to account or otherwise deal in or dispose of real or personal property or an interest therein. However, it has been used only to hold certain leasehold interests in one property in London, England, and two properties on Indian reserves in Canada. The Corporation is also the sole or majority shareholder in four subsidiary corporations.

Organization

The Canada Lands Company Limited has no staff and no budget. Its three directors are employees of Public Works Canada.

Access Procedures

Individuals seeking access to Canada Lands Company Limited information should direct requests to

The Access to Information and Privacy Co-ordinator
Canada Lands Company Limited
Sir Charles Tupper Building
Riverside Drive
Ottawa, Ontario
K1A OM2
Telephone: (613) 998-4544

CANADA MORTGAGE AND HOUSING CORPORATION

Chapter 11

CANADA MORTGAGE AND HOUSING CORPORATION

Background

Canada Mortgage and Housing Corporation (CMHC) was incorporated as a Crown corporation in January, 1946, by an Act of Parliament. CMHC has authority to act for the Government of Canada in all matters prescribed under the Housing Acts, principally the *National Housing Act* (NHA).

CMHC reports to Parliament through a designated Minister. Its affairs are managed by a board of directors consisting of the chairman of the board, the President, a designated vice-president, five members from the public at large and two members from the public service, all appointed by the Governor-in-Council.

Overall Responsibilities

The functions of CMHC, as stated in the *National Housing Act*, are to promote the construction of new houses, the repair and modernization of existing housing, and the improvement of housing and living conditions. Some of these programs have been used to further government objectives such as economic growth, job creation and energy conservation.

CHMC activities are grouped into three components: Government Programs, Administered Funds, and Asset Administration.

Access Procedures

When access to a CMHC bank of personal information is required, record access request forms should be sent to

Access to Information and Privacy Co-ordinator
Canada Mortgage and Housing Corporation
National Office
682 Montreal Road
Ottawa, Ontario
K1A 0P7
Telephone: (613) 748-2843

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

CMH/P-PU-005
Mortgage Servicing System

The Mortgage Servicing System is the vehicle for administering the accounts of mortgage loans for home ownership granted by CMHC. The data on file relate to the financial details of the loan and taxing authorities. The file contains all direct home ownership loans currently under repayment to CMHC (*National Housing Act*, Sections 34.15, 58, 59). Loans remain on file two years after the loan is paid in full. When requesting access to this bank of information, the following details should be provided: the approximate date of the application for mortgage loan, the city where the loan was requested, and the address of the property.

CMH/P-PU-010
Federal Housing Action Program System (FHAP)

The main purpose of this Investment Portfolio Accounting Division bank is to prepare automatic Assisted Home Ownership Program (AHOP) and Assisted Rental Program (ARP) monthly cheques for borrowers eligible to receive assistance under the Federal Housing Action Program (FHAP) announced by the government in December, 1975. It also serves to maintain information on the current status of each FHAP account, and facilitate operational reporting and analytical requirements arising from the FHAP. The data include information on the mortgage borrower such as name and address, income, age, and number of dependants; details such as lender, principal, interest, and first payment date of the loan; information concerning any non-repayable subsidies which are issued in conjuction with the FHAP loan, such as Department of Veterans Affairs, and federal or provincial contributions; and details of previous transactions and current balance for financial control purposes. All applicants under the Assisted Home Ownership Program (AHOP) and Assisted Rental Program (ARP) are included in the bank. used for analytical and reporting purposes, such as subsidy by income group, regional participation in the programs, default rates, etc. Records are retained for two years after repayment of the mortgage loan.

CMH/P-PU-015

National Housing Act (NHA) Mortgage Loan Administration Files

National Housing Act (NHA) loan application files and administration files provide the loan history of every borrower. The NHA loan files include the following types of information: personal and business characteristics provided to establish credit and financial worthiness, such as employment, salary, dependants, financial statements and management capabilities; and copies of correspondence relating to the repayment and ongoing administration of the mortgage loan. This information is used to create and maintain files on individual, incorporated and unincorporated mortgage borrowers. The bank is used to administer the repayment of all types of loans under administration. The bank is also used for program evaluation, analytical reporting and research purposes such as program activity by region or province, evaluation of building materials and planning standards in force at the time of construction. The NHA loan files are maintained during the repayment term of the mortgage and subsequently destroyed two years following maturity or other termination of the mortgage loan. Reports of arrears files (uninsured loans) are destroyed two years after the report date. Individuals requesting access to this bank will need to provide the approximate date of the application, the city where the loan was requested, and the address of the property. Files are retained in local branch offices which are charged with the administration of the loan or assistance. Reasonable proof of identification or authorization from the borrower/applicant must be shown to the officially delegated CMHC representative at the bank access point to obtain such information.

CMH/P-PU-020

Investors Settlement System

This Investment Portfolio Accounting Division bank provides a business system which supports remittance to investors for sold mortgages administered by CMHC. The bank contains information such as branch number, auction list identification, administration fee code, investor name and code, settlement equity date, bid price, class/sub-class, administration rate and settlement process date for the investor. This information is retained at CMHC's national office in Ottawa for two years after settlement.

CANADA MORTGAGE AND HOUSING CORPORATION

CMH/P-PU-025

National Housing Act (NHA) Mortgage Assistance

The Canadian Homeownership Stimulation Plan (CHSP) files include personal identifiers and information provided by the applicant, as well as information on the property, the builder, the lender, the applicant's solicitor, the property loan financing details and milestone dates related to the acquisition of the property, such as construction start date, construction completion date, the closing date of sale and occupancy date, and details of the issuance of contribution or reasons for the rejection. Canada Mortgage Renewal Program (CMRP) applicant files include personal information provided by the applicant for interest deferral assistance or, if eligible, for a grant, lender/loan details, housing value, debt and charges, household income, amount of interest deferral guaranteed, amount of grant assistance, commencement and termination dates, claims, notice assistance, monthly payment distribution, application and financial changes. This information is used to create and maintain files on applicants for the above-mentioned programs, and to administer them. Personal identifiers are used to control and restrict the Canadian Homeownership Stimulation Plan (CHSP) to only one contribution payable to a purchaser. The bank is also used for analytical reporting and research purposes (number of applications reviewed, approved or rejected, dwelling types, form of land ownership, program activity by region or province, assistance by income group, evaluation of building materials and planning standards in force at the time of construction, the number of new and existing properties which are the subject of applications). The CMRP files are maintained for two years following maturity or other termination of the grant and interest guarantee at the Mortgage Assistance Centre at CMHC national office. The CHSP files are retained by the branch office which is charged with the administration of the assistance for two years following the issuance of the grant or the rejection notice being sent to the applicant. Computer files are kept for 10 years after date of entry to the system. Individuals requesting access to this bank will need to provide the approximate date of application, the city where the assistance was requested, and the address of the property. identification or authorization from the applicant must be shown to the officially delegated CMHC representative at the bank access point to obtain such information. This program was terminated December 31, 1983. Files will be retained for 10 years.

CMH/P-PU-030

Rural and Native Housing — Program/Client Information

This Rural and Native Housing Division bank is used to create and maintain files on clients of CMHC's Rural and Native Housing Program. The purpose of the bank is to monitor and to administer the program and its delivery. The bank contains personal and financial information on clients, including client characteristics and repayment patterns. These files are retained for the life of the loan and destroyed two years after maturity or on termination of the loan. The bank is comprised of administrative files of a continuous nature supplemented by one-only survey data on segment(s) of the rural and native population. The bank is also used for statistical purposes, to monitor patterns in the program. The survey data allows population estimates, description of characteristics of native populations and analysis of the correlations among variables, such as educational attainment, housing conditions, migration history, sex, and employment or income levels. It also provides basic demographic information about the native populations' age and sex, as well as native sub-group data (status Indian, non-status Indian, Métis and Inuit). This information is maintained in CMHC branch offices charged with the administration of this program, and at CMHC's national office in Ottawa.

CMH/P-PU-035

Housing Rehabilitation and Renovation

This bank is used to approve and administer loans and grants under several programs for housing rehabilitation and renovation, including the Residential Rehabilitation Assistance Program (RRAP), the Canada Home Renovation Plan (CHRP) and the Rural and Native Housing Emergency Repair Program (ERP). The bank contains data on each property and applicant for NHA loans and grants for residential rehabilitation and renovation. Files may contain the owner's name, address, age, marital status, number of dependents, household income, financial statments, property location, building and/or unit type, description of work, cost and financing details, management capabilities, mortgage and debt details, loan and loan forgiveness and/or grant details (including provincial and municipal loans and grants), repayment, security, and contractor-entrepreneur's name and address. The bank is also used for analytical and reporting purposes to measure the progress of housing rehabilitaion and renovation programs, the use of the programs by income groups and by regions and the default rates; to evaluate the programs and their effectiveness, including their use by applicants in conjunction with other programs such as residential energy conservation or conversion programs; and to investigate cases of suspected fraud. The files are retained during the term of the loan or grant and are destroyed two years after settlement. This bank can be accessed by giving the applicant's name and address, approximate date of the application, and the address of the property. This information is retained in local branch offices which are charged with the administration of these programs.

CMH/P-PU-040

National Housing Act (NHA) Insured Loans Files

The purpose of this bank is to document the underwriting process. loans under the *National Housing Act*, CMHC and approved lenders interview the applicants involved. Records include details on applicant income, age, and family composition. The files comprise all loans made since 1961 under Sections 6, 34.15, 58 and 59 of the NHA. The bank is also used for statistical purposes and for program evaluation. This bank can be accessed at CMHC's national office and local branches by giving the approximate date of origin of the loan, the city where the loan was obtained and the address of the property. national office one year after the loan insurance policy is issued. Then files are retained on microfilm at CMHC's national office and destroyed two years after the loan is repaid in full.

CMH/P-PU-045

Home Improvement Loan Files

The purpose of this bank is to create and maintain individual files on home improvement loan borrowers who have obtained loans from any designated accredited lending agency under the NHA for purposes of improving their housing units. The bank contains personal and financial characteristics pertinent to the obtaining of such loans, and collection action. The original files remain with the lender, with CMHC obtaining the information from the lender by virtue of a settlement in accordance with its insurance guarantee under the NHA. The files are retained during the term of repayment of the loan and are subsequently destroyed one year following maturity or other termination of the loan. This bank is located at the CMHC national office and at Industrial Life Technical Services Inc. in Montréal. The quarterly arrears report is destroyed two years after the date of the report.

CMH/P-PU-050
Application — Housing

The purpose of this Real Estate Division bank is to ensure that legal and financial requirements are met for the purchase (including Request for Proposals, RFP) or leasing of CMHC properties. It also contains information relating to persons to whom CMHC sells or leases property and who are waiting to occupy CMHC owned property including Rural and Native Housing. The data content includes the application date; personal characteristics; financial obligations of the individual; and authority to obtain a credit rating. Information is recorded on files and cards maintained at branch offices. This bank is used to verify the individual's capability to meet the financial obligations related to the purchase or rental of CMHC properties, and to ensure the family qualifies for the intended purchase or rental. This bank can be accessed by giving the approximate date of the housing application, the city where the application was submitted and the address of the property. In the case of RFP, the proposal opening date is the key reference. These files are maintained two years after the mortgage is discharged or the rental is terminated, and in the case of the RFP, indefinitely.

CMH/P-PU-055
Scholarship Program

This Research Division bank was created for the administration of the review of applications for funds from CMHC under Part V of the *National Housing Act* (NHA) and the administration of funds to those approved for university scholarships for full-time graduate study in the social, physical, environmental, economic, legal or administrative aspects of housing. This bank may contain the following types of information for each applicant: curriculum vitae, address, citizenship, date of birth, telephone numbers, employment and academic record, publications, study, research or work proposals, references, letters of evaluation, and information for administrative purposes under the programs, including budget and the review committee members' comments on each proposal. The information is also used to compile general statistics of interest to CMHC with respect to the program as a whole, and not in relation to individual applicants. This bank is located at CMHC's national office. Individual files are kept for two years following the cessation of the term of the project. The names of successful applicants are made public. Study and/or research results are available in document or publication format from the Canadian Housing Information Centre at CMHC's national office. Research which generates surveys or data collection are registered in a CMHC information bank.

CMH/P-PU-060
List of Landlords

The purpose of this list is to maintain a record of information relating to property owners from whom CMHC leases property. This bank contains the names and addresses of these landlords, descriptions of the property and the amounts of the rental. on a national basis to administer lease arrangements, including rental payments. Any enquiries concerning this bank should be addressed to the director, Administration Division at the national office. Files are retained for seven years after termination of the lease, and are then destroyed.

CMH/P-PU-065
Lawyers and Notaries Appointed Agents of CMHC

This Legal Division bank contains information on lawyers and notaries appointed by the government as agents of CMHC. The mandate records are used for internal accounting reports and to monitor their activities. The mandate records are retained by Legal Division at national office for five calendar years after the appointment is completed.

CMH/P-PU-070
Construction, Repairs, Maintenance Suppliers and Consultant Service Contract Files

The purpose of this bank is to retain information on contractors, entrepreneurs, consultants and suppliers, and on the services they provide or products they supply or produce. The bank provides a complete record of all matters relating to the administration of each contract, including the control of payments. Data contained in the bank includes requests for contract of service from CMHC, tender or service form, the contract, change orders, payment claims, correspondence, progress reports, problems, completion reports and final payments, qualifications, resources and experience of firms and individuals wishing to obtain contracts with CMHC, curriculum vitae or personal information on individuals or firm's owners, and in some cases performance reports. files are destroyed after seven years unless the firm or individual wishes to be included in CMHC's inventory of consultants for a longer period. The files are stored in the relevant CMHC office charged with the responsiblilty or work. Access will be permitted with adequate proof of identification and valid authority.

CMH/P-PU-075
Claims and Action by or against CMHC

This Legal Division bank maintains a record of mandates to external legal counsel, legal opinions, decisions, information and judgements concerning claims by or against CMHC. The bank is used to effect a mutually satisfactory settlement of each claim, or to present CMHC's case before the courts. Records are retained by Legal Division at the national office for five years, and then sent to Public Archives.

CMH/P-PU-080
Canada Mortgage and Housing Corporation Directed Research

This bank serves to maintain data on potential candidates suitable for consideration to conduct CMHC directed research in housing and the housing environment. The data are also used to monitor research projects and to administer funds to contractors of solicited or unsolicited research proposals. The bank may contain the following types of information for each candidate: curriculum vitae; address; details on experience; type of business; names of principals; staff; publications; projects completed; references; letters of evaluation; project plan and budget; review and evaluation comments; correspondence on contract negotiations; the contract; progress claims; and other correspondence. The information is also used to compile information and statistics of interest to CMHC with respect to the program as a whole, such as contractors, mailing lists, the number of contracts placed by region, type of services rendered, length of contracts and amount of money spent. This bank is maintained by the Policy Development and Research Sector in Ottawa. Files are retained for two years after completion of the contract, then reviewed for disposal.

CMH/P-PU-085
Housing Policy and Research Information Distribution

This bank is comprised of mailing lists containing the names and addresses of individuals and firms interested in obtaining acquisition lists and information on CMHC research publications. The lists are compiled, used and maintained by the Canadian Housing Information Centre. Names may be removed from the list by request.

CMH/P-PU-090

Housing Technology Incentives

This Project Implementation Division bank is used to review applications for the Housing Technology Incentives Program, and to administer the funds to those approved. Each applicant file contains: name, address, telephone numbers of the applicant; type of business and its particulars; details of the proposal including location, budget, type and description of the work, contract, requests for payments and other correspondence, and comprehensive project reports. The information is used to compile general statistics of interest to CMHC with respect to the program as a whole, and not in relation to individual applicants. Names of successful applicants and the results of their projects may be published to reach a wider audience. The Housing Technology Incentives Research program files are destroyed four years after submission to CMHC. This bank is maintained at CMHC national office.

CMH/P-PU-095

Board of Directors

The purpose of this bank is to record information on members of the board of directors and recommended nominees. The bank contains correspondence relating to recommended nominees, the Order-in-Council appointing the member, a brief biography, statement of qualifications, declaration of acceptance, oath of fidelity and secrecy, statement of conflict of interest, director's fees and expenses, and director's correspondence. Once a director has taken up his/her duties, the annual conflict of interest statement is used for administrative purposes and information on age is used to ensure that the limitation imposed by the *CMHC Act* is met. Information on director's fees is used for payment administration. No information in the bank is exempt from access, and directors may request access to their files in writing or in person. Records are maintained by the Office of the Corporate Secretary for two years after a director ceases to hold office.

CMH/P-PU-100

Access to Information and Privacy Requests

This Access to Information and Privacy Office bank contains the access request forms sent by individuals requesting access to personal information banks and/or CMHC classes of records, the replies to such requests, and information related to their processing. requests only, and to report on the number of access requests received annually. Files will be destroyed after two years. Please address any enquiries to the Access to Information and Privacy Co-ordinator at CMHC national office.

CMH/P-PU-105

Mortgage Rate Protection Program Files

Legislation authorizing the Mortgage Rate Protection Program received royal assent on June 28, 1984. Under the plan, on payment of a fee, benefits are made available to protect homeowners against extraordinary increases in mortgage interest rates. To date, there has been little demand for the plan as such increases have not occurred. The files are maintained by the Mortgage Rate Protection Program Centre. Retrievability is by individual. Records are retained for seven years after the expiration of the contract.

CMH/P-PU-110

Investigative Bodies

This bank serves to record requests for disclosure of personal information from CMHC case files (loans, grants, etc.) by federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements. It contains a record of the request for disclosure to federal investigative bodies and a record of documentation which was released. retained by the Access to Information and Privacy Office for two years following the request and then destroyed.

CMH/P-PU-115

External Research

This Research Division bank was created for the administration of the review of applications for funds from CMHC under Part V of the *National Housing Act* (NHA) and the administration of funds to those approved for external research grants for research related to housing policies and programs, the conditions and adequacy of the housing stock, the cost of housing and use of land, the planning of residential communities or the impact of technology on the residential environment. This bank may contain the following types of information for each applicant: curriculum vitae; address; citizenship; marital status; type of business and its particulars; employment and academic record; publications; study, research or work proposals; references; letters of evaluation; and information for administrative purposes under the programs, including a budget and the review committee members' comments on each proposal. The information is also used to compile general statistics of interest to CMHC with respect to the program as a whole, and not in relation to individual applicants. This bank is located at CMHC's national office. Individual files are kept for two years following the cessation of the term of the project. The names of successful applicants are made public. Study and/or research results are available in document or publication format from the Canadian Housing Information Centre at CMHC national office. This information relates to persons interested in undertaking independent research on housing and related topics. The information was obtained from applications made to CMHC by applicants seeking financial support for independent research undertakings. Consistent uses are to determine eligibility, select best proposals and provide financial support, announce successful applicants, maintain statistics on program activities, and disburse funds according to contract terms. Records are retained for two years after cessation of the project.

CMH/P-PU-120

Building Materials Evaluation Reports

This bank contains evaluation reports on building products, equipment and systems used in residential construction. The reports include a description of the product, with its trade name, the name and address of the manufacturer, list of appropriate uses and limitations of the products, statement on the conformity to codes and standards, assessment of performance and longevity, summary of installation instructions and filed identification correspondence, application form and test reports. This information relates to manufacturers of products, equipment and systems. The purpose is to obtain an evaluation report on the performance of building materials, equipment and systems; to determine conformance to the requirements of codes and standards; and to permit their use in residential construction financed or insured under the provisions of the *National Housing Act*. The consistent use is that the information is collected and compiled for purposes of preparing an evaluation report on the performance of building materials, equipment and systems. The evaluation reports are collated and published in a Manual of Building Materials Evaluation Reports for use by the public. The evaluation reports indicate the acceptability of the products for use in residential construction. Records are retained for five years following deletion, after which they are transferred to the Public Archives of Canada for indefinite retention.

CMH/P-PU-125
NHA Mortgage Backed Securities Program

This bank contains the files for the NHA Mortgage Backed Securities Program. Legislation was passed in 1984 and proclaimed in early 1985 to allow CMHC to guarantee timely payment of principal and interest relating to securities backed by mortgage loans it has insured. The files are maintained by the administrators of the program for a period of five years. This information relates to investors and lenders involved in the mortgage pool. The information was obtained to collect reference information on mortgages, mortgage backed securities, and monthly reports from CPTA (central payor and transfer agents). Files will be used to monitor the system. Consistent uses are the ongoing monitoring of the program, providing assistance as necessary, and approval of issuers application status. Records will be retained for a period of at least five years.

Classes of Personal Information

The National Housing Study

Formerly entitled the General Occupant Survey, the National Housing Study is a survey of homeowners, landlords and tenants in single detached and low rise multiple residential structures. The questionnaire will be mailed out for completion by the respondent. Information on physical condition, renovation history and plans, and socioeconomic characteristics of households will be collected. Follow-up physical inspections will be conducted by CMHC inspectors, for a subset of respondents who authorize such a visit. All name and address information of property owners and tenants authorizing these inspections will be separated from the dwelling unit data. It will be kept on computer tape files stored in the tape library at CMHC and kept for a maximum of two years. The substantive data on renovation activity, etc., from the questionnaires will also be stored and kept for an indefinite period to allow for future research by CMHC and other research establishments. The questionnaires will be kept for one year after the research report is written, and will then be destroyed.

The CHOSP Survey

The survey of Canadian Home Ownership Stimulation Plan (CHOSP) clients is entitled "Purchasing a Home: A Survey of Home Buyers". It is being conducted by the Program Evaluation Division in order to gather information about the success of the program, from the client's point of view. A mailout questionnaire will be distributed for completion by the respondent. It will request information on how the CHOSP money was spent, and whether the program made any difference to the client when deciding about buying a home. One version of the questionnaire is for new home buyers, while a second is for existing home buyers. All information will be stored and retained in the same manner as for the National Housing Study.

The CHRP Survey

The survey of Canada Home Renovation Plan (CHRP) recipients is entitled "Renovating a Home: A Survey of Home Renovators". It is intended to provide the Program Evaluation Division with information on how the CHRP forgivable loan was employed, experiences with contractors, house conditions, and socioeconomic characteristics of the recipient household. All information will be stored and retained in the same manner as for the National Housing Study.

Program Evaluation

This class of personal information contains data collected specifically for CMHC program evaluation studies. The data are used to support program evaluation, policy analysis and program development. Included in this bank are data related to client surveys and data collected to measure the impact of programs. This bank is located at CMHC national office. Routine files are destroyed two years following completion of evaluation. Files are retrievable by program evaluation study.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to

Access to Information and Privacy Co-ordinator
Canada Mortgage and Housing Corporation
682 Montréal Road
Ottawa, Ontario
K1A 0P7
Telephone: (613) 748-2843

PARTICULAR BANKS

CMH/P-PE-801
Modified Time Reporting System

This Financial Services Division bank contains monthly employee time and salary spent for each activity by subfunction and costable unit or project. The main purpose of this bank is to provide time and activity related information for employees, which is subsequently merged with pay related information. It is used by CMHC to permit program cost recoveries from the Minister, to collect appropriate fees for service, to evaluate CMHC's operations, to cost *National Housing Act* programs and analyze their viability, to prepare budgets and financial forecasts, and to evaluate staff utilization and requirements. The files are retained for seven years at CMHC's national office.

CMH/P-PE-802
Employee Medical Files

The purpose of this Human Resources Centre bank is to create and maintain a medical record of each current and past employee for health and statistical purposes, for use in job placement, retirement, sick leave and other purposes as defined by the CMHC Pension Fund and by legislation. The bank contains the pre-employment or initial medical examination reports, including authorization for disclosure to CMHC of the full results and findings of this examination, regular physical examination reports by CMHC's physician, results of biochemical tests, x-rays, cardiograms, personal physician's medical certificates, authorization for disclosure of personal medical information by CMHC to the attending physician or vice versa, sick leave or accident reports and individual medical histories. Only CMHC employees are identified in the bank. The information is retained permanently. Access requests should be addressed to CMHC's medical staff at the national office.

CMH/P-PE-803
Casual Employees

This Human Resources Centre bank serves as an official record of the employment of casual labour. Information in the bank includes details on hiring, payments, schedules and releases of casual employees. Records in this bank are normally retained for two years after termination of employment at CMHC's national office.

CMH/P-PE-804

Internal Appeals and Employee Complaints Files

This Human Resources Centre bank exists to record and provide information on internal appeals and employee complaints through other agencies such as the Canadian Human Rights Commission, and the Commissioner of Official Languages. It contains an appeal notice, the precise nature of the complaint and the remedial action sought, details of appeal/complaint and its investigation, the decisions of the various appeal stages, the decision concerning the complaint and the follow-up action.

The files are used to provide information gathered in the course of an appeal hearing so that a decision may be rendered by the Appeal Committee and for appeal statistics. Complaint files similarly are used to document decisions by the pertinent authorities. They are retained for three years from the date of the decision or resolution of the appeal, complaint or grievance by the Employee Relations Office at CMHC's national office.

CMH/P-PE-806

Investigation Files

This bank serves to record reports of complaints and irregularities in relation to criminal or security matters affecting CMHC and/or personnel employed by CMHC. It contains a narrative record of the conduct of an investigation, interview notes, investigation reports and any subsequent redress action. The bank is used as a basis for recording complaints and irregularities and follow-up staff action on personnel files. Records are retained by security services at CMHC's national office for five years after the case is closed.

CMH/P-PE-807

Garnishee

The Human Resources Centre bank contains court orders and related correspondence. The information relates to all employees who have been, or are, the object of a garnishee order. The information was obtained to ensure increased confidentiality on behalf of employees. This information is retained indefinitely.

CMH/P-SE-808

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

Consistent Uses: To support decisions on transfers, discipline and termination of employment.

Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

PAC# – 85-001

TBS Registration Number: 000097

STANDARD BANKS

The following banks are located at headquarters and in the regions.

CMH/P-SE-901

Employee Personnel Records

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. [illegible]

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the

Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000090

CMH/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000091

CMH/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000092

CMH/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000093

CMH/P-SE-909
Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000094

CMH/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000095

CMH/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 000096

CMH/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000098

CMH/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 000099

CMH/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.
Class of Individuals: Departmental employees.
Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.
Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 000100

Deleted Personal Information Banks

CMH/P-PE-805	Women's Bureau and Equal Opportunity Personal Cases

CANADA PORTS CORPORATION

Chapter 12

CANADA PORTS CORPORATION

Background

The Canada Ports Corporation was established by the *Canada Ports Corporation Act* of 1982. This Act amended the *National Harbour Board Act* of 1936, the *Government Harbours and Piers Act*, and the *Harbours Commission Act*. Reporting to Parliament through the Minister of Transport, Ports Canada is a Schedule C2 Crown Corporation.

Overall Responsibilities

Ports Canada is responsible for administering its ports under a common objective, ensuring they meet the federal government's responsibilities for national ports policy and the optimum deployment of resources. The Corporation shares with other marine bodies the broad objective of attending to the development and operation of a safe and efficient national marine transportation system.

Ports Canada is also responsible for ensuring that the ongoing maintenance, upgrading and major expansions to port facilities and organizational framework will provide enhanced services on a competitive and cost-effective basis for both domestic and international port users.

Access Procedures

Requests for information should be addressed to

Privacy Co-ordinator
Ports Canada
Place de Ville, Tower A
320 Queen Street
Ottawa, Ontario
K1A 0N6
Telex: 053-4127

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

CPO/P-PU-005
Applications for Employment
Description: This bank contains applications received from the general public for possible employment with the Canada Ports Corporation.
Class of Individuals: General public.
Purpose: Information may be used to fill vacancies in the Canada Ports Corporation for which applicants have suitable qualifications.
Consistent Uses: Provides a record of the information used in staffing a position.
Retention and Disposal Standards: Records are retained for two years and then destroyed.
PAC# = 71-028
TBS Registration Number: 000254

CPO/P-PU-010
Claims
Description: This bank contains information relating to settlements by and against the Crown.
Class of Individuals: General public, companies and institutions of Canadian or foreign extraction.
Purpose: To document the settlement of claims by or against the Crown.
Consistent Uses: This bank documents the legal settlements of all claims by or against the Crown.
Retention and Disposal Standards: Records are retained for two years after the settlement and then destroyed.
PAC# = 71-028
TBS Registration Number: 000255

CPO/P-PU-015
Property Acquisitions
Description: This bank contains information about individuals whose properties are under review by the Canada Ports Corporation for acquisition.
Class of Individuals: General public.
Purpose: This bank is used to document transactions involving acquisition of property.
Consistent Uses: The information in this bank is used to document the decision process in acquiring properties.
Retention and Disposal Standards: Records are retained for five years, and then transferred to the Public Archives of Canada for selective retention.
PAC# = 71-028
TBS Registration Number: 000256

CPO/P-PU-020
Access Request Data
Description: This bank contains requests from individuals seeking information under the *Privacy Act*.
Class of Individuals: General public.
Purpose: To process access requests and report the total number of requests processed.
Consistent Uses: To report on the administration of the *Privacy Act*.
Retention and Disposal Standards: Records are retained for two years and then destroyed.
PAC# = 71-028
TBS Registration Number: 000257

CPO/P-PU-025
Personal Service Contracts
Description: This bank contains the terms and conditions of individuals employed on contract to the Corporation.
Class of Individuals: General public.
Purpose: To provide documentation and authorization for personal service contracts.
Consistent Uses: To record payment to individuals for income tax purposes as well as budgetary spending.
Retention and Disposal Standards: Records are retained for six years after expiry of the contract and then destroyed.
PAC# = 71-028
TBS Registration Number: 000258

CPO/P-PU-030
Criminal Investigations and Incidents
Description: This bank contains information on individuals obtained during criminal investigations and incidents.
Class of Individuals: General public.
Purpose: To investigate criminal offences or incidents.
Consistent Uses: To enforce the provisions of the Criminal Code and other laws of Canada and the provinces.
PAC# = 71-028
TBS Registration Number: 000259

CPO/P-PU-035
Criminal Operational Intelligence
Description: This bank contains information on individuals obtained during criminal intelligence operations.
Class of Individuals: General public.
Purpose: To determine extent of criminal activities and identify those involved.

Consistent Uses: To enforce the provisions of the Criminal Code and other laws of Canada and the provinces.
TBS Registration Number: 000260

Classes of Personal Information

In the course of conducting the programs and activities of the Corporation, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes; requests for information, expressions of public support, offers of services, and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Corporation and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

STANDARD BANKS

CPO/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000261

CPO/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000262

CPO/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement

records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 000263

CPO/P-SE-909
Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000264

CPO/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000265

CPO/P-SE-912
Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000266

CPO/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 000267

CPO/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 000268

CANADA POST CORPORATION

Chapter 13

CANADA POST CORPORATION

Background

Canada Post Corporation, a Crown corporation, was established by the *Canada Post Corporation Act* on October 16, 1981. It collects, sorts and delivers over 7.5 billion pieces of mail yearly within Canada, and between Canada and more than 165 other countries around the world.

Canada Post, with approximately 62,000 employees and $2.5 billion in revenue, is a large and important part of the transportation and communications sector of the Canadian economy. The Corporation delivers mail to 10 million homes and businesses across Canada, involving over 8,000 retail outlets located in more than 6,000 communities.

In the course of doing business, Canada Post maintains and uses records on employees, contractors, customers and others. The Corporation places a high value on the protection and propriety of such personal information; employee access to their records and customer confidentiality are longstanding traditions.

Access Procedures

Individuals may seek formal access to their records under the *Privacy Act* by completing and sending a personal information request form (one per information bank) to the

Corporate Privacy Co-ordinator
Corporate Policy Planning
Canada Post Corporation
Sir Alexander Campbell Building
Confederation Heights
Ottawa, Ontario
K1A 0B1
Telephone: (613) 998-9742

Please note:

- There is one main file per Canada Post employee, the Employee Personal File (CPC/P-PE-802). It is a cumulative record of an individual's employment with Canada Post, including summaries and notations concerning more detailed records described in other information banks. While certain of these categories of records may be stored in part or in whole in the Employee Personnel File, separate bank descriptions allow for distinct records systems, where necessary, as well as selective access by employees.
- Records contained within information banks are limited to relevant data subjects. For example, if an individual has never bid on nor been awarded a contract with Canada Post, no record of that individual would exist in the applicable contract bank.
- To facilitate access and record retrieval, specific details should be provided, such as those outlined in individual bank descriptions.
- If Canada Post exempts any information, the individual refused access is provided with the precise reasons for the exemption and the applicable appeal procedures.
- Records are routinely destroyed when their useful life expires; thus, access requests for older records may prove unsuccessful.
- Certain retention and disposal schedules are under review as a result of the new requirements of both the *Privacy Act* and the *Canada Post Corporation Act*.

Individuals are encouraged to seek informal access to their records — employees via their supervisors, and customers, contractors and others via the Canada Post officials with whom they have been dealing.

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Operations and Marketing

CPC/P-PU-005
Post Office Boxes
Description: This bank contains post office box applications, which include service particulars (such as rental periods and the redirection of mail), the names of agents or others authorized to receive mail and whether the post office box service is for private or commercial use. Other records include general enquiries, installation details, receipts and other payment records, audits and accounts of terminating services. Individuals seeking access to this bank should provide post office box location and number and rental dates.
Class of Individuals: There are records on Canada Post customers who have applied for or expressed interest in Post Office Box services.
Purpose: The purpose of this bank is to support the rental of post office boxes.
Consistent Uses: The records are used to facilitate the collection and refund of rent for post office boxes (receipts are forwarded to corporate head office to reconcile accounts); to provide the services requested; and for periodic audits and for market research. Certain information may be disclosed to law enforcement and other federal or provincial agencies, pursuant to lawful investigations.
Retention and Disposal Standards: Post office box applications and copies of statements of collection and refund of rent provided to customers are retained for two years after the termination of service and then destroyed. Waiting lists are updated continuously, as boxes become available.
PAC# = TB-633137
TBS Registration Number: 001326

CPC/P-PU-010
Philatelic Customers
Description: This bank contains such information as customer enquires and mailing lists, coded to include special areas of interest, as well as invoices, funds on deposit, order history and other sales records. A list of former customers who have issued bad cheques is also retained. Individuals seeking access to this bank should provide as many details as possible, such as name, address, subject matter, dates and account numbers. Individuals seeking access to computerized records that may exist on them must so specify.
Class of Individuals: The bank contains records on Canada Post's national and international customers of philatelic products, on sponsors of stamp clubs and on those who have expressed an interest.
Purpose: The purpose of this bank is to support the sale and distribution of philatelic products and related promotional material.
Consistent Uses: The records are used to support philatelic sales and subscription services; to assist in the presentation of philatelic exhibits; to generate particular lists of customers/subscribers (for example, by area of interest); to control inventory; and for market research purposes, such as the identification of promotional needs and opportunities. Limited mailing list data is exchanged with the Royal Canadian Mint and other reputable mailers, to facilitate the promotion of similar products.
Retention and Disposal Standards: Financial records are retained for six years after last administrative use, which is usually payment for and mailing of philatelic products. Mailing lists are updated continuously, verified annually and retained until superseded or obsolete (for example, when customers submit change-of-address

cards or requests to be deleted from the list; or move, leaving no fowarding address; or die). General correspondence is retained for two years.
PAC# = TB-633137
TBS Registration Number: 001327

CPC/P-PU-015
Stamp Vendors
Description: This bank contains the sales histories of stamp vendors, such as records of stamp purchases, amount of the discount and amount paid. Individuals seeking access to this bank should specify registered name and address as well as stamp sales details.
Class of Individuals: There are records on individuals and small businesses who have applied for or been granted a permit to purchase stamps at a discount for resale to the public.
Purpose: The purpose of this bank is to support the sale of stamps via a network of stamp vendors.
Consistent Uses: Vendors use permits to purchase stamps at a discount.
Retention and Disposal Standards: Copies of permits granted, transaction records and related correspondence are retained for two years after last administrative use and then transferred to Public Archives Canada. Information judged by the Dominion Archivist to be of archival/historical value is retained permanently. The remainder is destroyed.
PAC# = 69-043
TBS Registration Number: 001328

CPC/P-PU-020
Sub Post Office Contracts
Description: This bank contains such information as the terms and conditions of contracts with sub post office operators and, from time to time, credit history reports. Individuals seeking access to this bank should provide full name, the sub post office concerned and dates.
Class of Individuals: It contains records on individuals and businesses contracted to provide a range of basic postal services to the public. (Note that payment records also are stored in Accounts Payable, CPC/P-PU-060; P-PE-820.)
Purpose: The purpose of this bank is to administer a network of sub post offices.
Consistent Uses: The records in it are used to administer the network of sub post offices, including the authorization of payment of commissions on sales; and for periodic audits and market research.
Retention and Disposal Standards: Contracts awarded and supporting documentation are retained for six fiscal years after completion and non-renewal and then destroyed. Tenders not awarded are retained for two fiscal years.
PAC# = 78-001
TBS Registration Number: 001329

CPC/P-PU-025
Designer References
Description: This bank contains such information as enquiries, general correspondence, résumés and samples of work (usually reproduced on 35mm slides). Individuals seeking access to this bank should provide name and date of previous submission.
Class of Individuals: It contains information on Canadian designers, artists, illustrators, photographers and others who have indicated their interest in being considered for a postage stamp design commission and whose work has been judged suitable by the Stamp Advisory Committee.
Purpose: The purpose of this bank is to provide a visual reference file of the work of Canadian designers and professional artists who could be considered for a postage stamp design commission.
Consistent Uses: The records in it are used when considering possible designers to be commissioned to submit design proposals for new stamp issues.
Retention and Disposal Standards: Samples of work are returned to designers upon request. Records regarding rejected solicitations are retained for two years. Records are otherwise retained for ten years and then transferred to Public Archives Canada. Information judged by the Dominion Archivist to be of historical/archival value is retained permanently by Public Archives Canada. The remainder is destroyed.
PAC# = TB-633137
TBS Registration Number: 001330

CPC/P-PU-030
Customer Service
Description: This bank contains such records as enquiries, complaints or claims, declarations (in the case of claims) and information relating to their processing. Individuals seeking access to this bank should specify the date and subject matter of their previous enquiry, as well as the names and addresses of the sender and addressee on the article.
Class of Individuals: The bank contains records on customers who have submitted written enquiries or complaints to Customer Service regarding delayed, lost or damaged mail, postal rates, mail classification and regulations; or who have applied for indemnification. Generally, no records are kept of telephone enquiries. (Note that payment records also are stored in Accounts Payable, CPC/P-PE-820; that enquires and complaints also are processed through the Ministerial/Presidential Correspondence system, CPC/P-PU-100; and that Risk Management Claims, CPC/P-PU-050 also includes claims records.)
Purpose: The purpose of this bank is to support the preparation of responses to customer enquiries, as well as the resolution of complaints and claims regarding delayed, lost or damaged mail.
Consistent Uses: The records are used to resolve complaints and claims regarding delayed, lost or damaged mail; to respond to enquiries about mail services, regulations and rates; and for audit and market research purposes. Certain information may be disclosed to Transport Canada, Revenue Canada (Customs and Excise), foreign postal authorities, law enforcement agencies and others, where necessary, to solve the claim or enquiry.
Retention and Disposal Standards: The records are retained for two years after last administrative use (which is normally the issue of a response to an enquirer or indemnification), and then destroyed. Disposal of payment records stored in Accounts Payable is governed by the retention schedule for that bank.
PAC# = 78-001
TBS Registration Number: 001331

Finance and Administration

CPC/P-PU-035
Transportation Contracts
Description: This bank contains records relating to specific transportation contracts such as distance, stops, equipment used, costs and duration. Information on file may also include financial/insurance status, personal suitability, bonding information, security clearance levels and renewal and termination information, such as information regarding contract or performance. Information also exists in automated form in the Transportation Contracting Information System. Data elements include address, contract number and terms and conditions. (Note that payment records also are stored in Accounts Payable, CPC/P-PU-060; P-PE-820.) Individuals seeking access to this bank should specify the name, dates and location of the service provided. Individuals seeking access to computerized records that may exist must so specify.
Class of Individuals: The bank contains information on individuals owning or employed by businesses which have bid on or been awarded contracts for the carriage of mail or for the transportation of letter carriers.

Purpose: The purpose of this bank is to support the award and administration of transportation contracts.

Consistent Uses: The records in the bank are used to create source lists and otherwise perform the tender process; to administer contracts, including the monitoring of performance and the granting of adjustments; to facilitate budgeting and cost control; and to produce internal reports and responses to external enquiries. Note that the name of the successful tenderer may be disclosed to unsuccessful tenderers and others, upon award of the contact.

Retention and Disposal Standards: Tenders not awarded are destroyed five years after last administrative use. Other records are retained for twelve years after commencement of the last contract pertaining to a particular route or service and then destroyed or, in the case of computerized records judged by the Dominion Archivist to have historical/archival value, transferred to Public Archives for permanent retention.
PAC# = TB-633137

TBS Registration Number: 001332

CPC/P-PU-040

Purchasing and Real Property Management Contracts

Description: This bank contains solicited and unsolicited information covering the selection process and the resulting award and administration of the below-noted contracts. It contains mainly business information, such as price quotes, but may include personal information such as curriculum vitae, as well as company résumés, records of experience, project terms of reference, details, performance and payment records. Individuals seeking access to this bank should provide their full name, the name of their company (if applicable) and the Canada Post project and location. If the contract in question has been let via Supply and Services Canada or Public Works Canada, provide those details.

Class of Individuals: It contains records on companies and a limited number of individuals offering or providing professional services in management consulting, market research, health services, security, translation, labour arbitration, counselling and temporary help, as well as in architecture, engineering, construction, property appraisal, property development and property management, including cleaning and maintenance; and equipment, supplies and other goods. (Note that payment records are also stored in Accounts Payable, CPC/P-PU-060; P-PE-820; that records on contractors providing mail or letter carrier transportation services are stored in Transportation Contracts, CPC/P-PU-035; and that records on sub post office operators are stored in Sub Post Office Contracts, CPC/P-PU-020.

Purpose: The purpose of this bank is to support the award and administration of Canada Post's procurement, real property management and certain other service contracts.

Consistent Uses: Records are used to prepare source lists and select from among potential contractors and to monitor performance or equipment supplied against requirements, so as to verify entitlements; and for evaluation and audit purposes. For example, the information may be collated and analysed to determine average costs by geographic areas and specialities. The information is shared with and often held by Canada Post's major procurement and real property management agents, Supply and Services Canada and Public Works Canada.

Retention and Disposal Standards: Tenders not awarded are retained for two fiscal years. Contracts awarded and supporting documentation are retained for six fiscal years after completion and non-renewal and then transferred to Public Archives Canada. Information judged by the Dominion Archivist to be of historical/archival value is retained permanently by Public Archives Canada. The remainder is destroyed.
PAC# = 78-001

TBS Registration Number: 001333

CPC/P-PU-045

Parking

Description: This bank contains such records as permit applications and correspondence about parking of motor vehicles on property owned or leased by Canada Post. Individual seeking access to this bank should specify employment location and dates.

Class of Individuals: These are records on those Canada Post employees and contractors who have applied for or received parking permits.

Purpose: The purpose of this bank is to support the control of parking.

Consistent Uses: The records in it are used to control parking at Canada Post facilitates, via the issue and revocation of parking permits and the prosecution of parking violators (by the RCMP). The records may also be used to help co-ordinate car pools and to facilitate the deduction of parking fees from salaries. (Note that parking fee and violation records, where they exist, are stored in Compensation and Benefits, CPC/P-PE-806, and maintained by the RCMP, respectively.)

Retention and Disposal Standards: The records are retained for two years after expiry of the permit and then destroyed.
PAC# = 85-001

TBS Registration Number: 001334

CPC/P-PU-050

Risk Management Claims

Description: This bank contains records regarding claims for damages involving property, liability and automobile accidents, legal opinions, settlement transactions and other correspondence related to motor vehicle and other accidents involving third parties. The records contain information on the parties involved, their insurers (if applicable) and the nature of the injury or loss (e.g., lost employment or salary). The records also concern losses due to fire and such crimes as robbery, break and enter and vandalism. Individuals seeking access to this bank should specify details such as incident location and date.

Class of Individuals: The bank contains records on Canada Post employees involved in claims, such as drivers of Corporation vehicles and letter carriers, as well as on third parties making claims or from whom the Corporation is seeking damages. Note that payment records are also stored in Accounts Payable, CPC/P-PU-060; P-PE-802; that vehicle driver records (including records of accidents not involving third party claims) are stored in Automotive Services, CPC/P-PE-825; that workers' compensation board claims are stored in Occupational Health and Safety CPC/P-PE-808; and that claims involving delayed, lost or damaged mail are stored in Customer Service, CPC/P-PU-030.

Purpose: The purpose of this bank is to support the resolution of Corporation and third party claims.

Consistent Uses: Records in it are used to determine liability for motor vehicle, fire and other accidents involving third parties; to approve damage settlements, such as payments by and to the Corporation (as postal vehicles are insured, claims are handled by outside adjusters); to support claims by Canada Post against insurance policies in force; and to facilitate loss control and other measures to prevent recurrences. Note that certain information may be provided to insurance companies, lawyers acting on behalf of either party and the police, to facilitate resolution of the claim.

Retention and Disposal Standards: The files are retained for six years after the claim has been settled by or against the Corporation, unless a minor was involved, in which case the records are retained for six years after the minor's age of majority (varies from province to province).
PAC# = TB-633137

TBS Registration Number: 001335

CPC/P-PU-055

Post Office Savings Bank

Description: This bank contains Post Office Savings Bank account information. Individuals seeking to determine whether there are funds on deposit in their name should provide full name and account number. Individuals seeking access to computerized savings records that may exist on them must so specify. If acting on behalf of a depositor, provide legal proof of same.

Class of Individuals: It contains records on those individuals having funds on deposit with Canada Post, either currently or within the past 15 years.

Purpose: The purpose of this bank is to support the administration of the remaining balance of funds on hand ($2.7 million) in Canada Post's discontinued public savings bank.

Consistent Uses: The Post Office Savings Bank is being closed out. The records in it facilitate withdrawals, on request. Amounts on deposit of less than $25.00 are credited to the federal government's Consolidated Revenue Fund, if no transaction has taken place for a period of 30 years. Disclosures are made to authorized third parties, such as executors and administrators of estates.

Retention and Disposal Standards: Records are retained for 15 years after the closing out of the account, whether by depositor withdrawal or transfer to the Consolidated Revenue Fund.

PAC# = 71-010

TBS Registration Number: 001336

CPC/P-PU-060

Accounts Payable

Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled and other payments. Records of transactions also exist in automated form in the Accounts Payable System. (Note that payment and related records pertaining to permanent transfers and relocations are stored in Relocation, CPC/P-PE-816.) Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates. Individuals seeking access to computerized records that may exist on them must so specify.

Class of Individuals: The bank contains records of payments to Canada Post employees claiming travel and hospitality expenses, education course fees, isolation allowances and membership fees, or receiving incentive awards, rewards, ex gratia and other sundry payments; to suppliers of goods and services provided to the Corporation; and to members of the general public, indemnified for claims made against the Corporation. (See Canada Post's contract and claims PIBs for details.)

Purpose: The purpose of this bank is to support the Accounts Payable function, which is to make non-payroll payments in accordance with authorizations.

Consistent Uses: The records in it are used to substantiate and issue cheques for the above-noted expenses, fees, claims and other payments; and for planning, budgeting and audit purposes. Limited information disclosed to Supply and Services Canada, to facilitate cheque issue.

Retention and Disposal Standards: The records are retained for six fiscal years following the fiscal year during which the expenses were incurred.

PAC# = 78-001

TBS Registration Number: 001337

CPC/P-PU-065

Financial Accountability Cases

Description: This bank includes such information as job titles, work locations, occasional credit reports, investigation reports on losses, statements by persons involved, legal advice concerning disposition of cases, the decisions of the committees and follow-up information (for example, concerning prosecution, garnishment, other legal proceedings). (Note that garnishment records are stored in Compensation and Benefits, (CPC/P-PE-806) and that legal documents are stored in Legal Affairs (CPC/P-PE-827).

Class of Individuals: The bank contains information on Canada Post employees, agents, contractors and others involved in actual or suspected losses of financial assets.

Purpose: The purpose of this bank is to support committees on financial accountability, which review financial losses incurred by the Corporation, and to facilitate the collection of accounts due to the Corporation.

Consistent Uses: Records are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses.

Retention and Disposal Standards: Records are retained for six fiscal years after last administrative action, such as the recovery or write-off of the debt or loss. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks.

PAC# = 78-001

TBS Registration Number: 001762

Security and Investigation Services

CPC/P-PU-070

Security Clearances

Description: This bank contains such records as personal history forms, fingerprint cards and, if applicable, criminal histories, security briefings, summaries of RCMP and Canadian Security Intelligence Service (CSIS) investigations and related correspondence. Limited information exists in automated form, in the Security Clearance Reporting System (which is a module of the Personnel Database, CPC/P-PE-803. Data elements include name, social insurance number, clearance level granted versus level required for the position and whether it is due for renewal. Individuals seeking access to this bank should specify employment location and dates. Individuals seeking access to any computerized security clearance records that may exist on them must so specify.

Class of Individuals: The bank contains records on those Canada Post employees and contractors who occupy or are about to occupy positions involving access to financial and other assets and sensitive information and systems.

Purpose: The purpose of this bank is to help determine the suitability of employees and contractors being considered for or in security-risk positions.

Consistent Uses: The records in it are used to determine the level of security clearance; and to support decisions on transfers, promotions and termination of employment. Monthly computer printouts are used to ensure the security clearance level of individuals is adequate for the positions they occupy. A notation of level of clearance may be attached to the Employee Personal File, CPC/P-PE-802. Details of RCMP and CSIS investigations that may have taken place are stored in those agencies' security clearance banks.

Retention and Disposal Standards: Paper records are retained for two years after termination of employment or contract and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. Monthly computer printouts are destroyed when superseded, while the automated data is retained in accordance with the schedules described in Personnel Database, CPC/P-PE-803.

PAC# = 85-001

TBS Registration Number: 001338

CPC/P-PU-075

Reliability Checks

Description: This bank contains such information as Canadian Police Information Centre (CPIC) checks and, if applicable, civil fingerprint forms, investigative reports and criminal records. Individuals seeking access to this bank should specify employment location and dates.
Class of Individuals: There are records on prospective and existing Canada Post employees and contractors who do not have security clearances, but who require reliability checks because of their ready access to mail, cash and other valuable assets.
Purpose: The purpose of this bank is to help ensure the security of Canada Post employees and property and anything in the course of post.
Consistent Uses: The records in it are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records.
Retention and Disposal Standards: Records are retained for five years after last administrative use (which is usually upon transfer, promotion or termination of employment), and then destroyed. If notified that a pardon has been granted, the criminal records in questions are destroyed immediately.
PAC# = TB-633137
TBS Registration Number: 001339

CPC/P-PU-080

Identification Cards

Description: This bank contains identification cards, temporary passes, a limited number of photographs and correspondence related to their issue. Individuals seeking access to this bank should specify employment location and dates.
Class of Individuals: There are records on Canada Post employees and contractors who have authorized access to Corporation facilities.
Purpose: The purpose of this bank is to control access to certain facilities, to provide for the security of Canada Post employees and property and anything in the course of post.
Consistent Uses: The records in it are used to issue and cancel identification cards or building passes; and to maintain building security.
Retention and Disposal Standards: The records are retained for two years after expiry of the cards.
PAC# = 85-001
TBS Registration Number: 001340

CPC/P-PU-085

Postal Related Crimes/Offences

Description: This bank contains information gathered during investigations and contains details of the crime(s) committed. For example, information on employees involves such offences as theft of mail or embezzlement. Information on members of the general public involves national or international crimes, burglary of post offices and street box equipment, forgery of money orders, theft of mail, the illegal transportation of explosives and other dangerous substances and mail vehicle robberies. In addition, intelligence is collected regarding individuals or firms suspected of using the mails for an illegal purpose.
Class of Individuals: The bank contains information on those Canada Post employees, contractors and members of the general public who are suspected or known to be involved in the above-noted postal related crimes/offences as defined by the *Canada Post Corporation Act* and Regulations, as well as Criminal Code offences involving the mail.
Purpose: The purpose of this bank is to help solve and reduce postal related crimes and offences.
Consistent Uses: The records in it are used to support investigative and intelligence activities designed to solve or reduce crimes against Canada Post Corporation. Certain information may be shared with other federal investigative bodies and police agencies and, where warranted, with the Department of Justice for possible prosecution.
Retention and Disposal Standards: Records are retained for ten years after completion of the investigation or judical or quasi-judicial proceedings, and then destroyed. Records of proceedings dealt with under subsection 41 of the *Canada Post Corporation Act*, when a prohibitory order has been issued, are retained for three years after the order is revoked or the subject dies.
PAC# = TB-633137
TBS Registration Number: 001341

CPC/P-PU-090

Federal Investigative Body Requests

Description: This bank contains requests made by federal investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. Individuals seeking access to this bank should provide their full name and address.
Class of Individuals: To date, it contains a very limited number of requests concerning customer addresses only.
Purpose: The purpose of this bank is to ensure that requests by federal investigative bodies for personal information held by Canada Post are properly authorized.
Consistent Uses: The records in it are used to monitor and maintain a record of the information requested and/or provided to federal investigative bodies; and to ensure compliance with the *Privacy Act*, the *Canada Post Corporation Act* and corporate policy. The records may be viewed by the Privacy Commissioner or delegate, when investigating complaints.
Retention and Disposal Standards: Records in this bank are retained for two years after their last administrative use (which is normally the decision to grant or refuse the request, or the processing of subsequent requests or complaints relating to the original request), and are then destroyed.
PAC# = 85-001
TBS Registration Number: 001342

Personnel and Labour Relations

CPC/P-PU-095

Staffing and Employment

Description: This bank contains such records as solicited and unsolicited job applications, acknowledgement of receipt of letters, staffing action requests, job descriptions, salary ranges, selection profiles, competition posters, transfer requests, lay-off and priority lists, human resources inventory printouts, résumés of work experience and education, reference letters and checks, official languages knowledge examination papers, tests and results, lists of candidates, interview notes and rating board assessments, eligibility lists, offers of employment, notices to candidates of right to appeal, other appeal documents and related correspondence. Individuals seeking access to this bank should specify the competition number and date, if applicable, as well as position title and location.
Class of Individuals: The bank contains records on individuals who apply for or are hired to fill temporary and permanent positions with Canada Post Corporation.
Purpose: The purpose of this bank is to support internal staffing and external recruitment activities.
Consistent Uses: Job applications are screened when vacancies arise. Staffing records are used to provide impartial information to match new and vacant positions to the most qualified candidates (notations of staffing decisions may be stored in the Employee Personal File, CPC/P-PE-802; in Compensation and Benefits, CPC/P-PE-806; in Payroll and Attendance, CPC/P-PE-815; and in the Human Resource Information System, CPC/P-PE-804); to assist in succession planning and career development; to provide feedback to candidates regarding their applications and job interviews; and to process complaints and

grievances concerning appointments and promotions (see Grievances, CPC/P-PE-813).
Retention and Disposal Standards: Records are retained for two years after last administrative use (which is usually the expiration of the appeal period for competitions), and then destroyed.
PAC# = 85-001
TBS Registration Number: 001343

CPC/P-PU-096
Human Rights
Description: This bank contains confidential letters of complaint and interview notes with complainants, those alleged to have discriminated against the complainant and witnesses, as well as investigation and analysis reports and records of decisions taken.
Class of Individuals: The bank contains records on individuals submitting discrimination complaints and on those alleged to have discriminated against complainants.
Purpose: The purpose of this bank is to support the resolution of allegations of discrimination based on prescribed grounds set out in the *Canadian Human Rights Act*.
Consistent Uses: The records in this bank are used to help determine whether or not discrimination has occurred (note that records of complaints are *not* stored on the complainant's Employee Personal File), and to recommend and support management decisions on the transfer and discipline of employees. Individuals found to have discriminated may have a notice to that effect placed on their Employee Personal File. Information may be disclosed in confidence to the Canadian Human Rights Commission to facilitate resolution of the complaint.
Retention and Disposal Standards: Records are retained for two years after last administrative use, which is usually resolution of the complaint. Individuals seeking access to this bank should specify the name of the complainant and the location and date of the incident.
PAC# = 85-001
TBS Registration Number: 001761

President's Office

CPC/P-PU-100
Ministerial/Presidential Correspondence

This bank contains such records as letters addressed to the Minister and President, background material compiled in the preparation of responses and the responses. Certain information, such as current draft replies and an index, exists in automated form in the Correspondence Unit System. Individuals seeking access to this bank should specify the date and subject matter of the previous enquiry. The bank contains records of enquiries by customers, employees, Members of Parliament and the general public. The records may contain personal information on other individuals, where they are the subject of the enquiry (e.g., regarding Canada Post employees and contractors). The purpose of this bank is to support the preparation of responses to Ministerial and Presidential enquiries pertaining to the operations and administration of Canada Post Corporation. As consistent uses, the records in it are used to support the correspondence system; to monitor the preparation of responses; and for reference purposes when subsequent or similar enquiries are received. Draft replies stored in automated form are deleted when the correspondence is signed. Paper records and the automated index are retained for seven years after last administrative use and then the former are transferred to Public Archives Canada. Information judged by the Dominion Archivist to be of archival/historical value is retained permanently by Public Archives Canada. The remainder is destroyed. Disposal of records retained in the subject files of organizational units drafting responses is governed by the retention schedules for those files.

Chairman of the Board

CPC/P-PU-105
Board of Directors

This bank contains such records as Orders-in-Council appointing directors, statements of qualifications, brief biographies, fees and expense documents and related correspondence. It contains records on all existing and recently terminated members of Canada Post's board of directors. (Note that payment records also are stored in Accounts Payable, CPC/P-PU-060; P-PE-802.) The purpose of this bank is to support the nomination and remuneration of members of the board of directors. Consistent uses are that the records in this bank assist in the preparation of appointments to the board and in the administration of the affairs, business and activities of the board; they are also used with respect to payments and for other purposes pertaining to the board and its individual members. Records are retained for seven years after the director ceases to hold office, and then destroyed.

Legal Affairs

CPC/P-PU-110
Legal Affairs

This bank contains information relating to potential and actual claims by or against the Corporation, contracts and agreements, arbitrations, memoranda, opinions and advice and other legal matters involving the Corporation. There are records on individuals involved in legal matters. Note that copies of opinions and other legal documents may also be stored in other personal information banks. The purpose of this bank is to provide a record of legal opinions and advice to, as well as representation on behalf of, the Corporation. As consistent uses, the records in it are used or disclosed for the purpose of providing legal opinions and advice to the Corporation; and for representing the Corporation and protecting its interests. Contracts, agreements and property files are retained for ten years after termination or disposal of the property and then destroyed. Claims by or against the Corporation, labour arbitrations and related legal matters are retained for 21 years. Memoranda (citing authority), opinions and advice are retained permanently (after ten years they are transferred to Public Archives Canada for permanent retention, while a microfilm copy is retained by Canada Post).

Corporate Policy and Planning

CPC/P-PU-115
Privacy Act Requests
Description: This bank contains the request forms submitted by individuals seeking access to their files, the replies to such requests and information related to processing, including exempt material and legal opinions. Individuals seeking access to this bank should specify the approximate date(s) of the request(s) concerned.
Class of Individuals: These are records on those Canada Post employees, contractors, customers and other individuals who have submitted formal access, correction or notation requests under the *Privacy Act* to the Corporate Privacy Co-ordinator.
Purpose: The purpose of this bank is to support the processing of requests submitted by individuals under the *Privacy Act*, and to retain an audit trail of actions taken.
Consistent Uses: The records in it are used to process access, correction and notation requests; and to report quarterly to Treasury Board and annually to Parliament on their disposition. Annotations regarding exemptions and corrections may be attached to the records requested. Records may be disclosed to the Privacy Commissioner and to the Federal Court, to facilitate the resolution of complaints or court actions.

Retention and Disposal Standards: Records are retained for two years after last administrative use (which is normally the provision of records requested under the *Privacy Act*, the processing of correction or notation requests or the resolution of complaints), and then destroyed.
PAC# = 85-001
TBS Registration Number: 001344

Classes of Personal Information

Marketing and Sales

This class includes marketing information such as market research studies, various coded mailing lists, market surveys and tests reports concerning householders and other Canada Post customers (for example, large volume mailers). The records include correspondence, reports, accounts of sales calls and other meetings with customers, which may contain the names, titles and business addresses of company representatives, as well as profiles of key executives. These records are used for business purposes only, namely to identify customer needs and perceptions and to help make marketing decisions related to product and service mix, price and promotion. Canada Post also temporarily retains certain records which may contain personal information under arrangements with customers and business partners. Such records are not under the Corporation's sole control and may not be accessed without the prior consent of the customer or business partner involved. Certain records are held in electronic form in the following systems — Cash Receipts, Canadian Wildlife Service, Major Account Sales and Marketing Mailing List.

Collection and Delivery of Mail

This class includes receipts, redirection cards, registers and directories used to ensure the proper delivery of mail and related services, for example, Letter Carrier Delivery, Street Mail Box Delivery, Group Mail Box Delivery, Courtesy Bag Service, Cash on Delivery (COD), Certified Mail, Insurance with Proof of Delivery, Priority Post, Registered Mail, IntelPost and Postage Meter Services. These records facilitate signature mail services, the redirection and holding of mail, address corrections and the delivery of mail in rural areas or where address changes are frequent. Note that address information may be disclosed to certain federal government and other institutions, where authorized for specific purposes, such as to facilitate the collection of Crown debts and the making of Crown payments. Note also that claims and enquiries related to collection and delivery services have been indexed and described as a Canada Post information bank (see Customer Service, CPC/P-PU-030.) Certain records are held in electronic form in the following systems — Accounts Receivable, Lock and Key, Money Order Information, Priority Post Information, and Mail Shipment Reporting. This class of records also includes undeliverable mail, which is governed by the Undeliverable Mail Regulations. Mail is opened to facilitate delivery or return to sender. If neither action is possible, it is destroyed.

Administrative Records

Certain information provided by or about individuals may also be found in administrative records, such as general correspondence and organizational planning files, minutes of committee meetings, library load and distribution lists, fixed asset inventory control reports, audit reports and evaluations, video recordings and records relating to visits and conferences involving officials of other postal authorities.

Security and Investigation Services

This class includes information detailing complaints received by Security and Investigation Services (S&IS) and the remedial action undertaken. The records are chronologically ordered and thus not retrievable by individual identifier. They include occurrence reports, which contain the name, address and phone number of the complainant, the names of the other parties involved, the name of the investigating officer and details concerning causes and remedial action. Should the enquiry result in a suspicion of a postal related crime or offence, or a Criminal Code offence involving the mail, a file number is added to the occurrence report which is transferred to personal information bank Postal Related Crimes/Offences (see CPC/P-PU-085, or CPC/P-PE-824). Otherwise, the occurrence reports are retained for two years, at which time they are destroyed. The purpose of such retention is to allow for statistical analyses and quality control.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct enquiries concerning the following banks to the address given under Access Procedures.

PARTICULAR BANKS

Personnel and Labour Relations

CPC/P-PE-801
Staffing and Employment
Description: This bank contains such records as solicited and unsolicited job applications, acknowledgement of receipt letters, staffing action requests, job descriptions, salary ranges, selection profiles, competition posters, transfer requests, lay-off and priority lists, human resources inventory printouts, résumés of work experience and education, reference letters and checks, official languages knowledge examination papers, tests and results, lists of candidates, interview notes and rating board assessments, eligibility lists, offers of employment, notices to candidates of right to appeal, other appeal documents and related correspondence. Individuals seeking access to this bank should specify the competition number and date, if applicable, as well as position title and location.
Class of Individuals: The bank contains records on individuals who apply for or are hired to fill temporary and permanent positions with Canada Post Corporation.
Purpose: The purpose of this bank is to support internal staffing and external recruitment activities.
Consistent Uses: Job applications are screened when vacancies arise. Staffing records are used to provide impartial information to match new and vacant positions to the most qualified candidates (notations of staffing decisions may be stored in the Employee Personal File, CPC/P-PE-802; in Compensation and Benefits, CPC/P-PE-806; in Payroll and Attendance, CPC/P-PE-815; and in the Human Resource Information System, CPC/P-PE-804; to assist in succession planning and career development; to provide feedback to candidates regarding their applications and job interviews; and to process complaints and grievances concerning appointments and promotions (see Grievances, CPC/P-PE-813).
Retention and Disposal Standards: Records are retained for two years after last administrative use (which is usually the expiration of the appeal period for competitions), and then destroyed.
PAC# = 85-001
TBS Registration Number: 001345

CPC/P-PE-802
Employee Personal File
Description: This bank contains legal documents and summaries and notations regarding more detailed records described in certain other

information banks, namely; Staffing and Employment, CPC/P-PE-801; Compensation and Benefits, CPC/P-PE-806; the Human Resource Information System, CPC/P-PE-804; and where applicable, Training, CPC/P-PE-805; Relocation, CPC/P-PE-816; Honours and Awards, CPC/P-PE-807; Automative Services, CPC/P-PE-825; Security Clearances, CPC/P-PE-821; Occupational Health and Safety, CPC/P-PE-808; and Discipline, CPC/P-PE-814. (Where applicable, the Employee Personal File also includes disclosure statements and other conflict of interest documents.) Depending on the size and functions of the Canada Post office or facility, and with the exception of Compensation and Benefits, certain of the above categories of records may be stored in distinct records systems. Separate bank descriptions allow for distinct records systems, where necessary, and also facilitate selective access by employees to their files. The records are combined when the administrative need arises (for example, upon transfer or termination). Note that certain records on Canada Post employees are stored apart from the Employee Personal File as a matter of policy, for example, detailed occupational health and safety and security clearance information (see CPC/P-PE-808 and CPC/P-PE-821, as well as Grievances, Employee Assistance, Human Rights, Affirmative Action and Special Services CPC/P-PE-813, 811, 809, 810 and 812, respectively); and that managers may retain indices, internal distribution lists and duplicate administrative records concerning staff over which they exercise line or functional control. Individuals seeking access to this bank should specify position title and employment location and dates. Note that the above-identified bank descriptions covering specific categories of records facilitate more selective access.
Class of Individuals: The bank contains records on all existing and recently terminated Canada Post employees.
Purpose: The purpose of this bank is to support and facilitate co-ordination among a variety of personnel functions, and to retain records of enduring value related to each.
Consistent Uses: The records are used to support and authenticate decisions relating to appointments, transfers, awards, promotions, demotions and termination of employment; to facilitate and co-ordinate among certain personnel functions, namely compensation and benefits (including superannuation), human resource planning and development, executive development, training, relocation, honours and awards, automotive services, occupational health and safety, security clearances and discipline; for research purposes, e.g., succession planning, organization improvement applied personnel research; and to verify employment. Certain information is disclosed to third parties, as detailed in the above-referenced personal information descriptions.
Retention and Disposal Standards: Paper records are selectively retained for the duration of employment with Canada Post. (For example, notices of disciplinary action are retained in accordance with collective agreements). One year after termination of employment, records are transferred to Public Archives Canada and destroyed when the employee reaches the age of seventy; or two years after death (provided two years have elapsed since last administrative use). If the records are judged by the Dominion Archivist to be of historical/archival value, they are retained permanently.
PAC# = 85-001
TBS Registration Number: 001346

CPC/P-PE-803

Personnel Database

Description: This computerized bank contains such information as first language, public service start date, Canada Post start date and years of Canada Post service, pensionable service base date and years of pensionable service, termination date and reason for leaving, employee type (indeterminate, term, full-time, part-time, etc.), title, classification and level, security level, length of work week, salary, organization in which employee works and location, bargaining unit designator, exclusion code, whether a curriculum vitae is on file, various elements of data concerning bilingual capability and the position held and its place in the organization. Individuals seeking access to this bank should provide full name, social insurance number and employment location.
Class of Individuals: These are records on existing and recently terminated Canada Post employees.
Purpose: The purpose of this bank is to support personnel administration.
Consistent Uses: The records in it are used to verify information and to facilitate supervisory tasks, as well as the mailing of Corporation surveys, publications and notices; for analysis of staffing complements and for other analytical purposes, such as organizational studies comparing positions and incumbents and the evaluation of employees eligible for early retirement or women in the work force; and to support other personnel functions, such as human resources planning and executive development, training and security clearances (see CPC/P-PE-804, 805 and 825, respectively). Limited information is provided to Great West Life Insurance Company for the purpose of validating employee benefit claims.
Retention and Disposal Standards: The records are updated continuously and the latest record on an employee is retained for two years after termination of employment. Source documents, namely change of address forms and copies of pay input and classification forms, are destroyed upon verification of the data entered. Output reports are retained for two years or until superseded (e.g., monthly, quarterly, annually) or obsolete, whichever occurs first.
PAC# = 85-001
TBS Registration Number: 001347

CPC/P-PE-804

Human Resource Information System

Description: This bank contains records relating to staffing, work performance, training, development, official languages and salary. It includes reports on staffing transactions, such as appointments, transfers, promotions and demotions; previous employment history, such as career résumés and references; performance appraisals and assessments; career development forms; education and training records, such as transcripts, certificates and diplomas; periods of employment and other classifications such as geographical and organization location position number, group level, title, salary, collective bargaining and official languages status. Certain information exists in automated form in the Human Resource Information System (HRIS). HRIS is an extension of the Personnel Data Base, CPC/P-PE-803; additional data include the requirements of the position vis-à-vis the employee's education, work experience, appraisal results, training and degree of mobility. Individuals seeking access to this bank should specify position title and employment location and dates. Individuals seeking access to computerized records that may exist on them must so specify.
Class of Individuals: These are records on all employees and executives of Canada Post Corporation.
Purpose: The purpose of this bank is to support the efficient management and utilization of human resources.
Consistent Uses: The records in it facilitate such human resource management and executive development functions as succession and career planning, internal staffing (for example, manpower inventory searches) and human resource development (for example, developmental assignments), as well as personnel applied research (for example, projecting attrition rates and making other labour supply and demand forecasts, and human rights). The executive development records are also used for training and development, performance management and resource planning purposes.
Retention and Disposal Standards: Performance appraisals and assessments are retained for ten years, subject to the provisions of collective agreements. Career résumés are retained until superseded or for ten years, whichever occurs first. One year after termination of employment, these records are transferred to Public Archives Canada and destroyed when the employee reaches the age of 70 or two years after death (provided two years have elapsed since last administrative

use). If the records are judged by the Dominion Archivist to be of historical/archival value, they are retained permanently. Computerized records are updated as required (usually weekly) and retained for two years after termination of employment. An historical master file is maintained for 40 years, for statistical purposes only.
PAC# = 85-001
TBS Registration Number: 001348

CPC/P-PE-805
Training
Description: This bank contains such records as course applications, authorizations, registrations and evaluations, official languages declarations, examination results and certificates, copies of staffing actions, fee payment records and related correspondence. Information on file includes date hired, position occupied, first official language, work location, training requested, required or taken, dates of training and comments of trainers. Limited personal information exists in automated form, as a module of the Personal Database (CPC/P-PE-803). Portions of these data are retained in automated form (Training Management System), including tombstone data on and a record of training undertaken by employees. Individuals seeking access to this bank should specify position title and employment location and dates, as well as types, locations and dates of training courses taken. Individuals seeking access to computerized training records that may exist on them must specify the system.
Class of Individuals: The bank contains records of employees engaged in training programs or taking outside courses sponsored by Canada Post Corporation, such as in management, official languages, marketing and sales, equipment maintenance, encoding and quality control. (Note that vehicle driving training records are stored in Automotive Services, CPC/P-PE-825.)
Purpose: The purpose of this bank is to support the training of employees.
Consistent Uses: The records are used to support the approval, registration, participation and evaluation of employees in training programs (including courses conducted by outside parties), and to certify their achievements (certain fee payment records are stored in Accounts Payable, CPC/P-PE-820; to help carry out needs assessments and prepare skill profiles of positions and their incumbents; to project training requirements, course schedules, instructor workloads and budgetary needs; to support decisions on succession planning, attendance and leave, payroll, entitlements and benefits, expense accounts, transfers, promotions and performance appraisals; and to respond to enquiries by employees, their supervisors and their bargaining agent. Participation, exemption and achievement records may be attached to the Employee Personal File (see CPC/P-PE-802), while information on employees' needs and achievements may be contained in Human Resource Information System (CPC/P-PE-804). Note that official languages and other training information on Canada Post employees is shared with and created by the Public Service Commission and Treasury Board.
Retention and Disposal Standards: Most records (authorizations and tests in particular) are destroyed two years after completion of training. Permanent documents (including official language exemptions, language competence tests, certificates and course descriptions), as well as computerized records, are retained for two years after termination of employment. An historical master file is maintained for 10 years, for statistical purposes only.
PAC# = 85-001
TBS Registration Number: 001349

CPC/P-PE-806
Compensation and Benefits
Description: This bank contains tombstone data and such compensation and benefits records as letters of offer and staffing transaction reports (regarding recruitment, promotion, transfer and demotion), rates of pay and entitlements, terms and conditions of employment for Management Professional Specialist (MPS) employees, year-to-date earnings statements and supporting documentation (for example, concerning income tax, unemployment and health insurance and Canada Pension Plan deductions, group surgical-medical, public service management and disability insurance, union dues, maternity and displacement allowances, performance and acting pay, savings plan and deposit instructions, incentives, perquisites, bilingual bonuses, rebates, overpayments, records of fines and suspensions, garnishment and termination). Other supporting documentation includes copies of birth certificates, previous employment history, physicians' certificates associated with sick leave, marriage/separation/divorce papers, next of kin in case of emergency, powers of attorney and estate records such as the names of beneficiaries. (Note that payroll, travel, relocation and certain other employee payment and expense records may be stored in other information banks; see Payroll and Attendance, CPC/P-PE-815; Accounts Payable, CPC/P-PE-820; and Relocation, CPC/P-PE-816.) Certain compensation information exists in automated form, as a module of the Personnel Database. Employees seeking access to this bank should specify social insurance number, as well as employment location and dates. Individuals seeking access to computerized compensation and benefits or garnishment records that may exist on them must so specify.
Class of Individuals: This bank contains records on all existing and recently terminated Canada Post employees.
Purpose: The purpose of this bank is to support the payment of salaries and the administration of benefits.
Consistent Uses: The records in it are used to provide information necessary for all salary administration and payroll functions for Canada Post Corporation (see also Payroll and Attendance, CPC/P-PE-815); to provide benefits counselling, to ensure appropriate deductions and contributions (by employees and Canada Post) for authorized benefits and to provide employees with those benefits (in the case of MPS employees, in accordance with their terms and conditions); to assist supervisors in performing managerial duties (for example, verifying realiability when staffing positions); and to enable salary and benefit level comparisons with other firms in the industry. To facilitate compensation and benefits administration, information is shared with Supply and Services Canada (re: superannuation, medical insurance), with Health and Welfare Canada (re: retirements for health reasons), with Revenue Canada (re: income tax) and with provincial health insurance agencies, group medical insurers and, if applicable, unions (re: new members or change of employment status). The records are also used to assist in the processing of complaints and grievances (see CPC/P-PE-813), disability and workers' compensation board claims (see CPC/P-PE-808), as well as in garnishment proceedings under federal garnishment legislation. Information is also disclosed to Employment and Immigration Canada, notably with regard to terminated employees, in accordance with the *Unemployment Insurance Act* and Regulations.
Retention and Disposal Standards: Paper records are retained for the duration of employment with Canada Post. One year after termination, the records are transferred to Public Archives Canada and destroyed when the employee reaches age 70, or two years after death (provided two years have elapsed since last administrative use). If the records are judged by the Dominion Archivist to be of historical/archival value, they are retained permanently. The automated data are retained in accordance with the schedules described in CPC/P-PE-803, Personnel Database. Garnishment records are retained for two years after settlement and then destroyed.
PAC# = 85-001
TBS Registration Number: 001350

CPC/P-PE-807
Honours and Awards
Description: This bank contains such records as job descriptions, career résumés, reports on cost-saving measures, community services or other noteworthy achievements, the opinions of relevant third

parties and recognition granted (including cash awards). Limited personal information also exists in the Incentive Award System. Data elements include name, SIN, suggestion number and subject. Individuals seeking access to this bank should specify the award in question, the location where it was earned and, if applicable, the suggestion award number. Individuals seeking access to computerized records that may exist on them must so specify.

Class of Individuals: These are records on Canada Post employees who have submitted applications for or been nominated for Corporation awards, such as suggestion awards, long service awards, merit awards, good citizenship awards and awards of excellence. (Note that safe driving awards are stored in Automotive Services, CPC/P-PE-825, and that payment records regarding awards also are stored in Accounts Payable, CPC/P-PE-820.)

Purpose: The purpose of this bank is to support the honours and awards functions.

Consistent Uses: The bank is used to promote, help identify and recognize the outstanding job performances or community services of Canada Post employees. (Notices regarding awards may be permanently attached to the Employee Personal File, CPC/P-PE-802, and/or to the Human Resource Information System, CPC/P-PE-804.) Lists of suggestions are distributed to managers for possible application in their respective areas of responsibilty. The Incentive Award System is used to track the processing of the awards. Limited personal information about award winners may be disclosed to the general public via poster displays, the news media and the Corporation's publications.

Retention and Disposal Standards: Individual awards, including both accepted and rejected suggestion awards, are retained for three years and then destroyed, except for suggestion awards judged by the Dominion Archivist to be of historical/archival value, which are retained permanently by Public Archives Canada. Computerized records are retained for three years after last administrative use.

PAC# = 78-001

TBS Registration Number: 001351

CPC/P-PE-808

Occupational Health and Safety

This bank contains such records as first aid treatment and certification documents; physicians' certificates associated with sick leave; accident and work injury or illness investigation reports; workers' compensation board claims and associated correspondence and forms; occasional legal opinions; periodic medical reports for designated jobs and situations such as isolated postings and absenteeism; fitness and life style evaluations; special records concerning exposure to noise, radiation and dangerous substances; records and correspondence regarding referrals and results of work related immunizations and health evaluations. Certain non-occupational medical information may also exist on file, for example, regarding preplacement diseases or injuries, or those occurring since employment with Canada Post began that are unrelated to work. Certain records also exist in automated form, in the Accident Information Reporting System (AIRS). AIRS contains background data on injured employees (age, sex, etc.), as well as the location, nature, cause and severity of the accidents and their associated direct and indirect costs. Individuals seeking access to this bank should specify employment location as well as date, location and details of injury or illness. Individuals seeking access to any computerized occupational health and safety records that may exist on them must so specify. This bank contains confidential information on those Canada Post employees who have had injuries and accidents on duty; who have made accident or workers' compensation board claims; who have used the Occupational Health Service; or whose physicians have sent information to the Service. (Note that accident information involving Corporate vehicles or claims by or against the Corporation unrelated to workers' compensation boards is stored in Automotive Services, CPC/P-PE-825, and Risk Management Claims, CPC/P-PU-050; P-PE-819, respectively.) The purpose of this bank is to support the management and the Occupational Health and Safety program. Consistent uses are that the records are used to assist employees in dealing with medical problems and to avoid aggravating given conditions via meaningful intervention, medical education and counselling; to authorize leave and benefits related to work-related injuries and illnesses (physician's certificates are attached to Compensation and Benefits, CPC/P-PE-806); to facilitate the processing of provincial workers' compensation board claims and the administration of injury-on-duty leave and disability benefits (AIRS supports the resolution of claims and the reconciliation of accounts); to establish conditions under which employees subject to certain occupational risks or with identified illnesses or disabilities are able to continue to work; to provide health and safety details for accident prevention and health protection purposes; and to process grievances and appeals related to Occupational Health and Safety (see Grievances, CPC/P-PE-813). The records also facilitate the study and correction of workplace conditions that contribute to illness or injury, such as the development of preventative programs based on the incidence of certain illness and injuries. Composite information may be used in epidemiological studies. Certain information may be disclosed to provincial workers' compensation boards, Labour Canada, medical practitioners and bargaining unit representatives, to facilitate claims administration. Limited information is disclosed to Transport Canada, regarding, for example, chemical spills involving Canada Post employees. Paper records are retained for the duration of employment with Canada Post. One year after termination, they are transferred to Public Archives Canada and destroyed when the employee reaches the age of 70, or two years after death (provided two years have elapsed since last administrative use). If the records are deemed by the Dominion Archivist to be of historical/archival value, the records are retained permanently. Data in AIRS are retained for five years after last administrative use and then destroyed.

CPC/P-PE-809

Human Rights

Description: This bank contains confidential letters of complaint and interview notes with complainants, those alleged to have discriminated against the complainant and witnesses, as well as investigation and analysis reports and records of decisions taken. Individuals seeking access to this bank should specify the name of the complainant and the location and date of the incident.

Class of Individuals: There are records on individuals submitting discrimation complaints and on those alleged to have discriminated against complainants.

Purpose: The purpose of this bank is to support the resolution of the allegations of discrimination based on prescribed grounds set out in the *Canada Human Rights Act*.

Consistent Uses: The records in it are used to help determine whether or not discrimination has occurred. (Note that records of complaints are not stored on the complainant's Employee Personal File, CPC/P-PE-802); and to recommend and support management decisions on the transfer and discipline of employees. Individuals found to have discriminated may have a notice to that effect placed on their Employee Personal File. Information may be disclosed in confidence to the Canadian Human Rights Commission, to facilitate resolution of complaint.

Retention and Disposal Standards: Records are retained for two years after last administrative use, which is usually resolution of the complaint.

PAC# = 85-001

TBS Registration Number: 001352

CPC/P-PE-810

Affirmative Action

Description: This bank contains survey data about employees which will focus on such characteristics as sex, national origin, disability and education. Individuals seeking access to this bank should provide name or social insurance number.

Class of Individuals: There are records on those employees who have responded to the designated groups survey questionnaire. (The questionnaire is answered on a voluntary basis; target groups include women, visible minorities, disabled persons and indigenous peoples.)

Purpose: The purpose of this bank is to develop a database to support the Corporation's affirmative action program, to help ensure the equitable representation of target groups in Canada Post.

Consistent Uses: The records in it are used to compile personal profiles of employees and to compare the situation of designated group members with non-target group members within the Corporation and counterparts in the general labour market. The statistical data is used to determine designated groups' representation by division and occupational group within Canada Post and, where underrepresented, to identify appropriate policy and programs to rectify the situation.

Retention and Disposal Standards: A retention and disposal schedule for these records is under development.

PAC# = 85-001

TBS Registration Number: 001353

CPC/P-PE-811

Employee Assistance

Description: This bank contains a very limited amount of information as, due to the confidential nature of the program, cases are handled through personal counselling, without records. Where information is retained (with the full knowledge of the employee concerned), it is strictly factual, such as a statement of the problem as identified by the employee concerned and, if applicable, the name of the community resource which the employee selects for assistance. Note that, as a matter of policy, records on medical problems, performance deficiencies, absenteeism and disciplinary matters are not stored in the Employee Assistance bank (see CPC/P-PE-808, 804, 815 and 814, respectively). Similarly, employee assistance information is not stored in any other personal information bank. Individuals seeking access to records that may exist on them in this bank are encouraged to deal directly with the person consulted for assistance. Individuals seeking formal access under the *Privacy Act* should specify position title, employment location and dates, as well as the referral agent used.

Class of Individuals: A case is initiated when an employee requests assistance from, or is referred to an employee assistance referral agent.

Purpose: Employee Assistance is a voluntary program for Canada Post employees experiencing personal problems that may be resolved through professional care.

Consistent Uses: Where information exists, it is used to support meaningful assistance and follow-up, such as counselling and, where the employee agrees, medical evaluations, professional help and rehabilitation programs; to assist in the development of preventative education and training programs, based on the incidence of certain problems; and for program evaluation purposes (for example, referral agents keep statistical summaries; all personal information is rendered anonymous). Note that referral agents do not diagnose cases and that no personal information is disclosed by referral agents to third parties without the expressed consent of the individual to whom it relates.

Retention and Disposal Standards: Information is retained for two years following the date of the most recent referral to employee assistance and then destroyed.

PAC# = 85-001

TBS Registration Number: 001354

CPC/P-PE-812

Special Services

Description: This bank contains personal information compiled during the handling of sensitive personnel issues including assessments of the problem, alternative solutions, recommendations and the eventual decision, such as continuation, discipline, redeployment, demotion or separation.

Class of Individuals: The records contain confidential information on a small percentage of excluded Canada Post employees, namely those referred to Special Services because they are believed to be problem employees or because their positions have been declared redundant.

Purpose: The purpose of this bank is to support the provision of objective advice to senior management on sensitive cases involving excluded employees.

Consistent Uses: The records in it are used to ensure that referrals are handled legally, humanely and consistently. Notations of decision taken (without reasons) may be attached to the individual's Employee Personal File (CPC/P-PE-802).

Retention and Disposal Standards: Records are retained for two years after last administrative use (e.g., resolution of the issue), and then destroyed.

PAC# = 78-001

TBS Registration Number: 001355

CPC/P-PE-813

Grievances

Description: This bank contains such information as presentations by employees and bargaining unit representatives, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions (for classification grievances) and decisions and statements by arbitrators, the Canada Labour Relations Board and the Federal Court and related correspondence. Certain information exists in automated form, in the Labour Relations Grievance and Jurisprudence Information Systems (LRGIS and LRJIS, respectively). LRGIS contains such data as grievor name, the location, level and subject of the grievance, dates, organizational details and other information relating to its processing. LRJIS contains summaries of arbitration and adjudication cases, such as grievor name and type of grievance, decision grounds and arbitrator's comments. Individuals seeking access to records in this bank should specify the name of the bargaining unit and the grievance/arbitration number or other particulars, such as date, location and subject matter. Individuals seeking access to any computerized grievance records that may exist on them must specify the system.

Class of Individuals: There are records on individuals involved in issues submitted by certified bargaining units who have alleged a violation of a collective agreement.

Purpose: The purpose of this bank is to support the resolution of grievances related to the interpretation of collective agreements.

Consistent Uses: The records in it are used to process and resolve collective agreement interpretation grievances through all levels in the grievance process, including referrals to divisional headquarters, corporate head office, arbitration, the Canada Labour Relations Board, or the Federal Court; for research purposes, such as trend and subject analyses; to inform senior management of landmark cases and of growing or recurring labour relations problems; and to train and educate Labour Relations officers. LRGIS facilitates the processing of grievances and generates reports used in collective bargaining. LRJIS provides management with ready access to arbitration/adjudication summaries (which are largely a matter of public record).

Retention and Disposal Standards: Paper records are retained for two years after resolution and then destroyed, unless the case goes to arbitration, in which case the records are retained for five years. The electronic records are retained for three years after last administrative use, unless they are judged by the Dominion Archivist to have historical/archival value, in which case they are transferred to Public Archives for permanent retention. If the records are judged to have

jurisprudential value, in which case publicly available summaries are retained (in LRJIS) until superseded or obsolete (e.g., newer decisions) or for 15 years, whichever occurs first.
PAC# = 85-001
TBS Registration Number: 001356

CPC/P-PE-814
Discipline
Description: This bank contains such information as notices of disciplinary action; correspondence and disciplinary reports on employee misconduct, testimony by witnesses, legal opinions and investigation and analysis reports. Individuals seeking access to this bank should specify employment location, the name of their bargaining unit (if applicable) and other details relating to the disciplinary action.
Class of Individuals: It contains records on Canada Post employees who have been disciplined, or who are being considered for disciplinary action.
Purpose: The purpose of this bank is to support the taking of disciplinary action.
Consistent Uses: The records in it are used to determine the need for and nature of disciplinary actions (notices of actual or impending disciplinary action may be attached to the Employee Personal File, CPC/P-PE-802; to support decisions on compensation and benefits, payroll and attendance, transfer, demotion and termination of employment; and to defend decisions taken, when disciplinary measures are the subject of grievances or arbitration (see Grievances, CPC/P-PE-813).
Retention and Disposal Standards: Records of investigation, testimony by witnesses and related correspondence are retained for two years and then destroyed. Notices of disciplinary action are removed from Employee Personal Files in accordance with the time limits specified in collective agreements, but retained for a minimum of two years. In other cases, disciplinary records are retained for three years, provided no further disciplinary action has been recorded in the meantime. Where disciplinary actions are found to be unwarranted or are rescinded, the records in question are destroyed immediately.
PAC# = 78-001
TBS Registration Number: 001357

Finance and Administration

CPC/P-PE-815
Payroll and Attendance

This bank contains such records as letters of authorization (for example, performance pay, bilingual bonus, acting pay, unemployment insurance exemption), registration forms (for example, staffing forms, group surgical-medical and public services management insurance plan applications), TD1, T4 and other tax deduction information, time cards, attendance and leave forms, year-to-date earnings statements and, if applicable, records related to allowances, incentives, perquisites, overpayments, garnishment and termination. Certain payroll and attendance information exists in automated form, in Supply and Services Canada computer systems and in the following Canada Post systems: The Attendance Management Information System (AMIS) and similar systems (for example, Headquarters Leave and Attendance); the Salary Warrant System (for semi-staff and revenue post offices); and the National Overpayment System. Employees seeking access to this bank should specify employment location, social insurance number and dates of interest, as well as whether specific payroll records are required and whether attendance or pay information is required. In addition, individuals seeking access to computerized payroll records that may exist on them must specify the system. This bank contains records on all existing and recently terminated Canada Post Corporation employees. The purpose of this bank is to support the attendance and leave function and the payment of salaries and financial benefits to employees. Consistent uses are that the records are used to provide information necessary for all salary administration and payroll functions for Canada Post Corporation — for example, to calculate pay, to issue cheques, to make deposits for employees and to respond to employees' pay enquiries; to enable the audit and reconciliation of payroll accounts (such as to settle overpayments, to collect debts owed the Corporation, and to enforce orders of garnishments); to assist supervisors in performing managerial duties (such as managing attendance and verifying reliability when staffing positions); and to generate manpower utilization reports and provide other payroll and attendance data to management for pay/benefits costing and productivity analyses, for collective bargaining purposes, for budgeting, etc. Information is shared with Supply and Services Canada (to facilitate cheque issue and pension administration), with Revenue Canada — Taxation (re: income and deductions) and with provincial health insurance agencies, group medical insurers and, where applicable, unions (re: new members or change of employment status). Information is also disclosed to Employment and Immigration Canada, notably with regard to terminated employees, in accordance with the *Unemployment Insurance Act*and Regulations. The records are also used to assist in the processing of disability and workers' compensation claims and pay related employee complaints and grievances (CPC/P-PE-813). Attendance and leave forms are retained for three fiscal years. Annual attendance records and other payroll records are retained for the duration of employment with Canada Post. One year after termination, these records are transferred to Public Archives Canada and destroyed when the employee reaches age 70 or two years after death (provided two years have elapsed since last administrative use). If the records are judged by the Dominion Archivist to be of historical/archival value, they are retained permanently. Data in AMIS and the Headquarters Leave and Attendance System are retained for five and ten years, respectively. Year-end Salary Warrant data files are retained for two years. Data in the National Overpayment System are retained for five years after last administrative use.

CPC/P-PE-816

Relocation

Description: This bank contains such records as letters of offer, authorization, advances, claims, receipts and correspondence about relocation and, where applicable, records of real estate transactions. Expense data also exists in automated form in the Sub-Ledger System. Individuals seeking access to this bank should specify the locations involved and the approximate dates. Individuals seeking access to computerized records must so specify.

Class of Individuals: It contains records on Canada Post employees who are being considered for relocation and who have been relocated, as well as on new employees who move to take up Canada Post positions. (Note that payment records also are stored in Accounts Payable, CPC/P-PE-820).

Purpose: The purpose of this bank is to support the relocation of employees.

Consistent Uses: The records in it are used to administer the relocation function, involving authorizations, advances, claims and final payments; and for budgeting, audit and research purposes. Information may be disclosed with full knowledge of the individuals concerned to real estate and moving companies and to lawyers acting for either party, to facilitate the relocation.

Retention and Disposal Standards: The records are retained for six fiscal years following the fiscal year during which the expenses were incurred and then destroyed.
PAC# = 78-001

TBS Registration Number: 001358

CPC/P-PE-817

Parking

Description: This bank contains such records as permit applications and correspondence about parking of motor vehicles on property owned or leased by Canada Post. Individuals seeking access to this bank should specify employment location and dates.

Class of Individuals: There are records on those Canada Post employees and contractors who have applied for or received parking permits.

Purpose: The purpose of this bank is to support the control of parking.

Consistent Uses: The records in it are used to control parking at Canada Post facilities, via the issue and revocation of parking permits and the prosecution of parking violators (by the RCMP). The records also may be used to help co-ordinate car pools and to facilitate the deduction of parking fees from salaries. (Note that parking fee and violation records, where existing, are stored in Compensation and Benefits, CPC/P-PE-806, and maintained by the RCMP, respectively.)

Retention and Disposal Standards: The records are retained for two years after expiry of the permit and then destroyed.

PAC# = 85-001

TBS Registration Number: 001359

CPC/P-PE-818

Financial Accountability Cases

Description: This bank includes such information as job titles, work locations, occasional credit reports, investigation reports on losses, statements by persons involved, legal advice concerning disposition of cases, the decisions of the committees and follow-up information (for example, concerning prosecution, garnishment, other legal proceedings). (Note that garnishment records are stored in Compensation and Benefits, (CPC/P-PE-806) and that legal documents are stored in Legal Affairs, (CPC/P-PE-827.)

Class of Individuals: The bank contains information on Canada Post employees, agents, contractors and others involved in actual or suspected losses of financial assets.

Purpose: The purpose of this bank is to support committees on financial accountability, which review financial losses incurred by the Corporation, and to facilitate the collection of accounts due to the Corporation.

Consistent Uses: The records in the bank are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses.

Retention and Disposal Standards: Records are retained for six fiscal years after last administrative action, such as the recovery or write-off of the debt or loss. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks.

PAC# = 78-001

TBS Registration Number: 001763

CPC/P-PE-819

Risk Management Claims

Description: This bank contains records regarding claims for damages involving property, liability and automobile accidents, legal opinions, settlement transactions and other correspondence related to motor vehicles, and other accidents involving third parties. The records contain information on the parties involved, their insurers (if applicable) and the nature of the injury or loss (e.g., lost employment or salary). The records also concern losses due to fire and such crimes as robbery, break and enter and vandalism. Individuals seeking access to this bank should specify details such as incident location and date.

Class of Individuals: The bank contains records on Canada Post employees involved in claims, such as drivers of Corporation vehicles and letter carriers, as well as on third parties making claims or from whom the Corporation is seeking damages. Note that payment records are also stored in Accounts Payable, CPC/P-PE-820; that vehicle driver records (including records of accidents not involving third party claims) are stored in Automotive Services (CPC/P-PE-825); that workers' compensation board claims are stored in Occupational Health and Safety (CPC/P-PE-808); and that claims involving delayed, lost or damaged mail are stored in Customer Service (CPC/P-PU-030).

Purpose: The purpose of this bank is to support the resolution of Corporation and third party claims.

Consistent Uses: Records in it are used to determine liability for motor vehicle, fire and other accidents involving third parties; to approve damage settlements, such as payments by and to the Corporation (as postal vehicles are insured, claims are handled by outside adjusters); to support claims by Canada Post against insurance policies in force; and to facilitate loss control and other measures to prevent recurrences. Note that certain information may be provided to insurance companies, lawyers acting on behalf of either party and the police, to facilitate resolution of the claim.

Retention and Disposal Standards: The files are retained for six years after the claim by or against the Corporation has been settled, unless a minor was involved, in which case the records are retained for six years after the minor's age of majority (varies from province to province).

PAC# = TB-633137

TBS Registration Number: 001360

CPC/P-PE-820

Accounts Payable

Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled and other payments. Records of transactions also exist in automated form in the Accounts Payable System. (Note that payment and related records pertaining to permanent transfers and relocations are stored in Relocation, CPC/P-PE-816.) Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates. Individuals seeking access to computerized records that may exist must so specify.

Class of Individuals: The bank contains records of payments to Canada Post employees claiming travel and hospitality expenses, education course fees, isolation allowances and membership fees, or receiving incentive awards, rewards, ex gratia and other sundry payments; to suppliers of goods and services provided to the Corporation; and to members of the general public, indemnified for claims made against the Corporation. (See Canada Post's contract and claims personal information banks for details.

Purpose: The information deals with payment of suppliers accounts and expenditures which are not in accordance with received authorizations.

Consistent Uses: The records in it are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses.

Retention and Disposal Standards: Records are retained for six fiscal years after last administrative action, such as the recovery or write-off of the debt or loss. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks.

PAC# = 78-001

TBS Registration Number: 001361

Security and Investigation Services

CPC/P-PE-821

Security Clearances

Description: This bank contains such records as personal history forms, fingerprint cards and, if applicable, criminal histories, security

briefings, summaries of RCMP and Canadian Security Intelligence Service (CSIS) investigations and related correspondence. Limited information exists in automated form, in the Security Clearance Reporting System (which is a module of the Personnel Database, CPC/P-PE-803.) Data elements include name, social insurance number, clearance level granted versus level required for the position and whether it is due for renewal. Individuals seeking access to this bank should specify employment location and dates. Individuals seeking access to any computerized security records that may exist on them must so specify.
Class of Individuals: The bank contains records on those Canada Post employees and contractors who occupy or are about to occupy positions involving access to financial and other assets and sensitive information and systems.
Purpose: The purpose of this bank is to help determine the suitability of employees and contractors being considered for or in security-risk positions.
Consistent Uses: The records in it are used to determine the level of security clearance; and to support decisions on transfers, promotions and termination of employment. Monthly computer printouts are used to ensure the security clearance level of individuals is adequate for the positions they occupy. A notation of level of clearance may be attached to the Employee Personal File (CPC/P-PE-802). Details of RCMP and CSIS investigations that may have taken place are stored in those agencies' security clearance banks.
Retention and Disposal Standards: Paper records are retained for two years after termination of employment or contract and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. Monthly computer printouts are destroyed when superseded, while the automated data is retained in accordance with the schedule described in Personal Database CPC-P-PE-803.
PAC# = 85-001
TBS Registration Number: 001362

CPC/P-PE-822

Reliability Checks

Description: This bank contains such information as Canadian Police Information Centre (CPIC) checks and, if applicable, civil fingerprint forms, investigative reports and criminal records. Individuals seeking access to this bank should specify employment location and dates.
Class of Individuals: There are records on prospective and existing Canada Post employees and contractors who do not have security clearances, but who require reliability checks because of their ready access to mail, cash and other valuable assets.
Purpose: The purpose of this bank is to help ensure the security of Canada Post employees and property and anything in the course of post.
Consistent Uses: The records in it are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records.
Retention and Disposal Standards: Records are retained for five years after last administrative use (which is usually upon transfer, promotion or termination of employment), and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately.
PAC# = TB-633137
TBS Registration Number: 001363

CPC/P-PE-823

Identification Cards

Description: This bank contains identification cards, temporary passes, a limited number of photographs and correspondence related to their issue. Individuals seeking access to this bank should specify employment location and dates.
Class of Individuals: There are records on Canada Post employees and contractors who have authorized access to Corporation facilities.
Purpose: The purpose of this bank is to control access to certain facilities, to provide for the security of Canada Post employees and property and anything in the course of post.
Consistent Uses: The records in it are used to issue and cancel identification cards or building passes; and to maintain building security.
Retention and Disposal Standards: The records are retained for two years after expiry of the cards.
PAC# = 85-001
TBS Registration Number: 001364

CPC/P-PE-824

Postal Related Crimes/Offenses

Description: This bank contains information gathered during investigations and contain details of the crime(s) committed. For example, information on employees involves such offences as theft of mail or embezzlement. Information on members of the general public involves national or international crimes, burglary of post offices and street box equipment, forgery of money orders, theft of mail, the illegal transportation of explosives and other dangerous substances and mail vehicle robberies. In addition, intelligence is collected regarding individuals or firms suspected of using the mails for an illegal purpose.
Class of Individuals: The bank contains information on those Canada Post employees, contractors and members of the general public who are suspected or known to be involved in the above-noted postal related crimes/offences as defined by the *Canada Post Corporation Act* and Regulations, as well as Criminal Code offences involving the mail.
Purpose: The purpose of this bank is to help solve and reduce postal related crimes and offences.
Consistent Uses: The records in it are used to support investigative and intelligence activities designed to solve or reduce crimes against Canada Post Corporation. Certain information may be shared with other federal investigative bodies and police agencies and, where warranted with the Department of Justice for possible prosecution.
Retention and Disposal Standards: Records are retained for ten years after completion of the investigation or judicial or quasi-judicial proceedings and then destroyed. Records of proceedings dealt with under subsection 41 of the *Canada Post Corporation Act*, when a prohibitory order has been issued, are retained for three years after the order is revoked of the subject dies.
PAC# = TB-633137
TBS Registration Number: 001365

Operations and Marketing

CPC/P-PE-825

Automotive Services

This bank contains such records as vehicle operator declarations, factual statements regarding medical restrictions on driving vehicles, safe driving awards, accident histories and reports, preventability assessments, training undertaken and copies of claims for damages, legal decisions, settlement transactions and other correspondence about accidents involving Corporation-owned and leased motor vehicles. (Note that the greater proportion of records on motor vehicle accidents involving claims are stored in Risk Management Claims, CPC/P-PE-819). Individuals seeking access to this bank should specify employment location and, if applicable, such accident details as location and date. The bank contains records on all drivers of Canada Post vehicles. The purpose of this bank is to support the efficient and safe use of vehicles. Consistent uses for the records are to validate provincial permits; to help determine liability for and the preventability of motor vehicle accidents and to help reach damage settlements with third parties; to grant safe driver awards; and to identify and provide for training needs and other preventative measures. (Notations concerning training undertaken and preventability assessments may be attached to the Employee Personal File, CPC/P-PE-802.) Identifying information is provided to provincial transportation departments with the full knowledge of the individual concerned, to obtain driving records (for example, demerit points, license suspensions). Vehicle operator history cards (which include a summary of training taken) are retained for two years after an individual ceases to be an operator and then destroyed. Test scores are retained in accordance with the requirements of various collective agreements, but for a minimum of two years. Accident reports, preventability assessments an copies of claims settlement records are retained for six years after last administrative use.

President's Office

CPC/P-PE-826

Ministerial/Presidential Correspondence

This bank contains such records as letters addressed to the Minister and President, background material compiled in the preparation of responses and the responses. Certain information, such as current draft replies and an index, exists in automated form in the Correspondence Unit System. Individuals seeking access to this bank should specify the date and subject matter of the previous enquiry. The bank contains records of enquiries by customers, employees, Members of Parliament and the general public. The records may contain personal information on other individuals, where they are the subject of the enquiry (e.g., regarding Canada Post employees and contractors). The purpose of this bank is to support the preparation of responses to Ministerial and Presidential enquiries pertaining to the operations and administration of Canada Post. Consistent uses for the records are to support the correspondence system; to monitor the preparation of responses; and for reference purposes when subsequent or similar enquiries are received. Draft replies stored in automated form are deleted when the correspondence is signed. Paper records and the automated index are retained for seven years after last administrative use and then the former are transferred to Public Archives Canada. Information judged by the Dominion Archivist to be of archival/historical value is retained permanently by Public Archives Canada. The remainder is destroyed. Disposal of records retained in the subject files of organizational units drafting responses is governed by the retention schedules for those files.

Legal Affairs

CPC/P-PE-827

Legal Affairs

This bank contains information relating to potential and actual claims by or against the Corporation, contracts and agreements, arbitrations, memoranda, opinions and advice and other legal matters involving the Corporation. There are records on individuals involved in legal matters. Note that copies of opinions and other legal documents may also be stored in other personal information banks. The purpose of this bank is to provide a record of legal opinions and advice to, as well as representation on behalf of, the Corporation. Consistent uses are that the records are used or disclosed for the purpose of providing legal opinions and advice to the Corporation; and for representing the Corporation and protecting its interests. Contracts, agreements and property files are retained for ten years after termination or disposal of the property and then destroyed. Claims by or against the Corporation, labour arbitrations and related legal matters are retained for 21 years. Memoranda (citing authority), opinions and advice are retained permanently (after ten years they are transferred to Public Archives Canada for permanent retention, while a microfilm copy is retained by Canada Post).

Corporate Policy and Planning

CPC/P-PE-828

Privacy Act Requests

Description: This bank contains the request forms submitted by individuals seeking access to their files, the replies to such requests and information related to processing, including exempt material and legal opinions. Individuals seeking access to this bank should specify the approximate date(s) of the request(s) concerned.

Class of Individuals: There are records on those Canada Post employees, contractors, customers and other individuals who have submitted formal access, correction or notation requests under the *Privacy Act* to the Corporate Privacy Co-ordinator.

Purpose: The purpose of this bank is to support the processing of requests submitted by individuals under the *Privacy Act*, and to retain an audit trail of actions taken.

Consistent Uses: The records in it are used to process access, correction and notation requests; and to report quarterly to Treasury Board Canada and annually to Parliament on their dispositions. Annotations regarding exemptions and corrections may be attached to the records requested. Records may be disclosed to the Privacy Commissioner and to the Federal Court, to facilitate the resolution of complaints or court actions.

Retention and Disposal Standards: Records are retained for two years after last administrative use (which is normally the provision of records requested under the *Privacy Act*, the processing of correction or notation requests or the resolution of complaints), and then destroyed.
PAC# = 85-001

TBS Registration Number: 001366

CANADIAN AVIATION SAFETY BOARD

Chapter 14

Background

The object of the Board is to advance aviation safety in Canada by:

- identifying safety deficiencies as evidenced by aviation occurrences;
- conducting independent investigations and, if necessary, public enquiries into aviation occurrences in order to make findings as to their contributing factors and causes; and
- reporting publicly on its investigations and public enquiries and on findings in relation to them, and by making recommendations designed to eliminate or reduce safety deficiencies.

It is not the object of the Board to determine or apportion any blame or liability in connection with aviation occurrences.

Access Procedures

Requests should be addressed to

Access to Information and Privacy Co-ordinator
Canadian Aviation Safety Board
P.O. Box 9120
Alta Vista Terminal
Ottawa, Ontario
K1G 3T8

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

ASB/P-PU-005
Investigation Files

Aircraft accident/incident files contain information gathered during the course of an investigation. During the field phase, all basic information is documented. Safety Deficiency notifications are prepared, laboratory examinations are requested to test and analyze material and metallurgical component failures, and specimens from surviving crew are analyzed at a medical laboratory. The investigative information is then sent to headquarters where a public report is prepared and released.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to the address given under Access Procedures.

STANDARD BANKS

ASB/P-SE-901
Employee Personnel Record

This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. The information in this bank relates to departmental employees. The purpose of this bank is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. The information is used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. The information is retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

ASB/P-SE-902
Staffing

The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) The information relates to departmental employees. The bank provides a record of the information used in staffing positions in a government institution, and is used to select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted. The records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

ASB/P-SE-903

Attendance and Leave

This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel data bases, especially in time/attendance, leave control and absenteeism systems. The information relates to departmental employees. The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. The information is used to record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. Records are destroyed two years after expiry of the fiscal year.

ASB/P-SE-904

Pay and Benefits

This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The information is used to enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*. Records are destroyed two years after expiry of the fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

ASB/P-SE-905

Training and Development

This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. The information is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees. The records are destroyed two years after completion of the particular training and development undertaken by an employee.

ASB/P-SE-906

Official Languages

This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. The information relates to departmental employees. The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. The information is used to support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Two years after last documentation the records are destroyed.

ASB/P-SE-909

Security Clearances

This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank. The information relates to departmental employees. The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank. The information is used to to support decisions on transfers, promotions, discipline and termination of employment. Two years after an employee leaves the institution for which the clearance was done the records are destroyed.

ASB/P-SE-910

Grievances

This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances. The information relates to departmental employees. The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board. Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board. Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

ASB/P-SE-912

Performance Reviews and Employee Appraisals

This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. The information relates to departmental employees. The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. The information is used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. Records are destroyed after ten years for employees in the Management Resources Information System and three years for all other employees.

ASB/P-SE-913

Travel and Relocation

This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. The information relates to departmental employees. The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees. The information is used to administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY

Chapter 15

CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY

Background

The Canadian Centre for Occupational Health and Safety (CCOHS) is a Crown corporation under Schedule B of the *Finance and Administration Act*, created by Parliament in April 1978 to promote the rights of Canadians to a healthy and safe working environment. It is governed by a Council of Governors representing labour, employers and governments — federal, provincial and territorial.

Access Procedures

Formal access requests under the *Privacy Act* should be forwarded to

Information and Privacy Co-ordinator
Director of Finance and Administration
Canadian Centre for Occupational Health and Safety
250 Main Street East
Hamilton, Ontario
L8N 1H6
Telephone (416) 995-0918

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

OHS/P-PU-005
Studies on Information Sources in Occupational Health and Safety
Description: This bank contains information on persons, including their areas of interest and activities in occupational health and safety.
Class of Individuals: Individuals who are active in the field of occupational health and safety. Includes people from labour, government, industry, educational institutions and professional associations.
Purpose: This bank provides a centralized current information source on persons and activities in occupational health and safety in Canada.
Consistent Uses: To be used at CCOHS to facilitate information provision services and by the public to improve communication and information sharing in occupational health and safety in Canada.
Retention and Disposal Standards: Under review.
PAC# = 86-010
TBS Registration Number: 001608

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Enquiries about the following banks should be directed to the address given under Access Procedures. A social insurance number is required to locate the information on a particular individual and must be included on the Personal Information Request Form.

PARTICULAR BANKS

OHS/P-PE-801 *Formerly Identified as:* OHS/P-SE-915
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000992

STANDARD BANKS

OHS/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two

years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000980

OHS/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000981

OHS/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000982

OHS/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000983

OHS/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 000984

OHS/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also

contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001

TBS Registration Number: 000985

OHS/P-SE-907

Occupational Health and Safety

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001

TBS Registration Number: 000986

OHS/P-SE-908

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank OHS/P-SE-907.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.

Consistent Uses: To determine liability for such accidents and to approve damage settlements.

Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001

TBS Registration Number: 000987

OHS/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001

TBS Registration Number: 000988

OHS/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

PAC# = 85-001
TBS Registration Number: 000989

OHS/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000990

OHS/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 000991

OHS/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000993

OHS/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 000994

OHS/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.
Class of Individuals: Departmental employees.
Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.
Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 000995

OHS/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.

PAC# = 85-001

TBS Registration Number: 000996

CANADIAN COMMERCIAL CORPORATION

Chapter 16

Background

A Crown corporation established in 1946, Canadian Commercial Corporation (CCC) is wholly owned by the Government of Canada. It reports to Parliament through the Minister for International Trade (the Secretary of State for External Affairs Canada). The Corporation's mandate is to assist in the development of trade between Canada and other nations. The board of directors is comprised of Canadian business executives, senior public servants, and the President of CCC.

Access Procedures

Please address all requests for formal access to

Privacy Co-ordinator
Canadian Commercial Corporation
11th Floor
50 O'Connor Street
Ottawa, Ontario
K1A 0S6
Telephone: (613) 996-0034

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct enquiries concerning the following banks to the address given under Access Procedures.

PARTICULAR BANKS

CCC/P-PE-801 *Formerly Identified as:* CCC/P-SE-915
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Corporation employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001211

CCC/P-PE-802 *Formerly Identified as:* CCC/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. Information concerning these topics may be found in various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Corporation employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 001201

STANDARD BANKS

The following banks are located at headquarters.

CCC/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a

variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Corporation employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001202

CCC/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information may exist in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Corporation employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001203

CCC/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Corporation employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 001204

CCC/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Corporation employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 001205

CCC/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record.
Class of Individuals: Corporation employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001206

CCC/P-SE-909
Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS)

(previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Corporation employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001207

CCC/P-SE-912
Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Corporation employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001208

CCC/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Corporation employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 001209

CCC/P-SE-914
Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Corporation employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 001210

CCC/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Corporation employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 001212

CCC/P-SE-918
Affirmative Action Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.
Class of Individuals: Corporation employees.
Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1 and Crown Corporations. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.
Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 001213

CCC/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Corporation employees.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.

PAC# = 85-001

TBS Registration Number: 001214

CANADIAN CULTURAL PROPERTY EXPORT REVIEW BOARD

Chapter 17

CANADIAN CULTURAL PROPERTY EXPORT REVIEW BOARD

Background

The Cultural Property Export Review Board was established through the *Cultural Property Export and Import Act* on September 6, 1977. The duties of the Review Board as set out in Section 17 of the Act are:

- pursuant to Section 23, to review applications for export permits;
- pursuant to Section 24, to make determinations respecting fair cash offers to purchase; and
- pursuant to Section 26, to make determinations for the purpose of subparagraph 39(1)(a)(i.1) or 110(1)(b.1) of the *Income Tax Act*.

Administrative services to the Review Board are provided through the Department of Communications by the Movable Cultural Property Secretariat. All Review Board files are housed with the secretariat. The personal information they contain pertains to appeals against the refusal of cultural property export permits and to applications on behalf of donors or vendors. These are filed by application number but can be accessed through a manual cross-indexing system containing the name of the appellant (in the case of an appeal) or the donor/vendor (in the case of certification).

Access Procedures

The individuals involved have copies of all pertinent information contained in these files. Any enquiries concerning the following banks should be addressed to

Privacy Co-ordinator
Department of Communications
Movable Cultural Property Secretariat
Canadian Cultural Export Review Board
300 Slater Street
Journal Tower North
Room 366
Ottawa, Ontario
K1A 0C8
Telephone: (613) 990-4161

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

CPE/P-PU-005
Appeals
Description: An applicant for a cultural property export permit, whose permit is refused by an expert examiner, may appeal this decision to the Cultural Property Export Review Board. The process of appeal, including the disposition of the relevant information , is set out in paragraph 22 of the *Cultural Property Export and Import Act*. The information in this bank includes the original permit application, the advice of the expert examiner and any other experts consulted, and administrative correspondence related to the conduct of the appeal. In each case, the information contained in an appeal file is shared with all interested parties. Files are kept for five years.
Class of Individuals: Individuals seeking to export cultural property which is subject to control.
Purpose: For the Canadian Cultural Property Export Review Board to determine if an export permit should be granted.
Retention and Disposal Standards: Files are kept for five years.
PAC# = 79-002
Related to COR: CPE/CPE-005
TBS Registration Number: 000116

CPE/P-PU-010
Certification
Description: The purpose of this bank is to enable the Review Board to make determinations concerning the certification of cultural property for income tax purposes, and to issue cultural property income tax certificates. The application files contain information concerning the fair market value of objects being transferred to designated institutions by individual donors or vendors. Material held in the bank includes the application, appraisals, declaration of authenticity, information on provenance, significance of the object and, in the case of a sale, the purchase price. Copies of any advice from experts consulted and a copy of the tax certificate are also included.
Class of Individuals: Individuals who donate or sell cultural property to designated Canadian cultural institutions.
Purpose: Certification of cultural property for income tax purposes and the issuance of cultural property income tax certificates.
Retention and Disposal Standards: Files are kept for five years.
PAC# = 79-002
Related to COR: CPE/CPE-005
TBS Registration Number: 000117

CPE/P-PU-015
Cultural Property (New)

This bank contains information on applicants for export permits and tax certificates. The information in this bank relates to dealers or collectors of cultural property. The data were compiled in order to issue export permits or tax certificates to applicants.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to the Privacy Co-ordinator at the above address.

STANDARD BANKS

CPE/P-SE-901
Employee Personnel Record

This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. The information in this bank relates to departmental employees. The purpose of this bank is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. The information is used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. The information is retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

CPE/P-SE-902

Staffing

The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) The information relates to departmental employees. The bank provides a record of the informaton used in staffing positions in a government institution, and is used to select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted. The records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

CPE/P-SE-903

Attendance and Leave

This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. The information relates to departmental employees. The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. The information is used to record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. Records are destroyed two years after expiry of the fiscal year.

CPE/P-SE-904

Pay and Benefits

This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The information is used to enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*. Records are destroyed two years after expiry of the fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

CPE/P-SE-905

Training and Development

This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. The information is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees. The records are destroyed two years after completion of the particular training and development undertaken by an employee.

CPE/P-SE-906

Official Languages

This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. The information relates to departmental employees. The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. The information is used to support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Two years after last documentation the records are destroyed.

CPE/P-SE-909

Security Clearances

This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank. The information relates to departmental employees. The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank. The information is used to support decisions on transfers, promotions, discipline and termination of employment. Two years after an employee leaves the institution for which the clearance was done the records are destroyed.

CPE/P-SE-912

Performance Reviews and Employee Appraisals

This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. The information relates to departmental employees. The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. The information is used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. Records are destroyed ten years for employees in the Management Resources Information System and three years for all other employees.

CPE/P-SE-913

Travel and Relocation

This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. The information relates to departmental employees. The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees. The information is used to administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

CPE/P-SE-914

Parking

This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP. The information relates to departmental employees. The purpose of this bank is to maintain information for the administration of parking privileges. The information is used to issue parking permits. Records are destroyed two years after the permit expires.

CPE/P-SE-917

Identification and Building-Pass Cards

This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building pass cards. Provision of the SIN by individuals is not mandatory. The information relates to departmental employees The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards. The information is used to issue identification and building pass cards. Records are destroyed two years after expiry of identification and building-pass cards.

CANADIAN DAIRY COMMISSION

Chapter 18

CANADIAN DAIRY COMMISSION

Overall Responsiblities

The Canadian Dairy Commission (CDC) was established by the *Canadian Dairy Commission Act*, 1966-67. The Commission consists of a chairman, a vice-chairman and one other member appointed by the Governor-in-Council; it is accountable to Parliament through the Minister of Agriculture. To assist the Commission with advice on production and marketing matters, there is a consultative committee of nine members, appointed by the Minister, who represent a variety of interests.

The objectives of the Commission are to provide efficient producers of milk and cream with the opportunity of obtaining a fair return for their labour and investment, and to provide consumers with a continuous and adequate supply of dairy products of high quality.

The Commission, under its authority to purchase and sell dairy products, supports the market price of major processed products, principally butter and skim milk powder. The prices that producers receive for industrial milk and cream are related to these product support prices.

The Commission operates a major export marketing program for skim milk powder and whole milk products such as evaporated milk, cheese, whole milk powder and other specialty products.

The Commission makes direct payments to producers from funds provided by the government, to supplement returns from the market. These payments are made on qualifying milk and cream shipments produced within a market share quota system to meet domestic market requirements, and a special export program.

The supply of industrial milk and cream is managed nationally through a market share quota program administered under the federal-provincial Comprehensive Milk Marketing Plan. The Commission, as chairman of the Canadian Milk Supply Management Committee (CMSMC), directs the development of policy and co-ordinates the administration of the national quota and provincial market shares, which are determined by the CMSMC, and individual producer market shares which are determined and administered by the provincial milk marketing agencies.

Access Procedures

Enquiries regarding access to information should be addressed to

Access to Information and Privacy Co-ordinator
Canadian Dairy Commission
2197 Riverside Drive
5th Floor, Pebb Building
Ottawa, Ontario
K1A 0Z2
Telephone: (613) 998-9490

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Subsidy Operations

CDC/P-PU-005
Milk Producers' Records

The records contain farmland location, memoranda, financial reports, summary of interviews, production data, amount of subsidy paid and the production data. This bank exists to register and furnish information and data necessary for payment of federal dairy subsidies. This bank is used of the administration of the dairy policy and operation of the dairy program. These files are retained indefinitely.

Classes of Personal Information

In the course of conducting the programs and activities of the Canadian Dairy Commission, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information includes, for example, candidates for appointment to advisory bodies such as the Consultative Committee to the Commission, which are stored as part of the general subject files where records are not normally retrieved by names of individual or other personal identifier.

This form of personal information is normally retrievable only if requests include general background on the circumstances under which an individual contacted the Commission, and an approximate time-frame. The retention period for these classes of personal information is controlled by the record schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct enquiries concerning the following banks to the address given under Access Procedures.

PARTICULAR BANKS

CDC/P-PE-801
Employee Personnel Records

This bank is under the control of the Personnel Office. It provides a summary record of an individual's employment at the CDC. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curriculum vitae, development and training courses and other personnel and organizational documents. The bank contains records of all employees in the Administration Support, Administrative and Foreign Service, Scientific and Professional, Technical, and Executive categories. The bank is used to provide information for manpower planning and general personnel management. Employees may access their records by contacting the Personnel Office. Records of former employees are transferred to the Public Archives two years following termination of employment.

CANADIAN FILM DEVELOPMENT CORPORATION

Chapter 19

CANADIAN FILM DEVELOPMENT CORPORATION

Background

The Canadian Film Development Corporation, now called Telefilm Canada, was established by the Canadian government in 1967 to "foster and promote the development of a feature film industry in Canada."

The Corporation, under the jurisdiction of the Minister of Communications, is headed by a Board of Directors and a Chairman appointed by the Governor-in-Council. The Governor-in-Council, on the recommendation of the Corporation's board, also appoints an executive director who acts as the chief executive officer and is responsible for day-to-day operations. Headquarters is locaated in Montréal, with offices in Toronto, Vancouver, Halifax, Los Angeles, Paris, London and New York.

The Corporation, which does not produce or distribute films or television programs itself, carries out its mandate by providing advice and financial assistance to individual production and distribution companies and various industry organizations. The Corporation works with federal and provincial government ministries and cultural agencies towards the formulation of film and video policy and programs.

Access Procedures

The following bank is located at the Corporation's office in Montréal. Enquiries should be addressed to

Access to Information and Privacy Co-ordinator
Telefilm Canada
Tour de la Banque Nationale
25th Floor
600, de la Gauchetière Street West
Montréal, Québec
H3B 4L2
Telephone: (514) 283-6363

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

CFD/P-PU-005

Application for Funds File

The purpose of this bank is to maintain a record of the applications and assessment records of individuals applying for funding of projects by Telefilm Canada (CFDC). It contains the application form and supporting data presented by the applicant; the project proposal; financial data; critical assessments of the project and the decision of the Corporation. This information is used for future reference in decision-making processes. In the case of a funded project, financial and administrative data are maintained. This data is used as a basis for generalized industry statistics as well as for future reference. Information in the bank is retained indefinitely for projects that are funded: for proposals that do not receive funding, information is retained for two years.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address requests for formal access to the address under Access Procedures.

STANDARD BANKS

CFD/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are

retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000308

CFD/P-SE-902
Staffing

The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) The information relates to departmental employees. The bank provides a record of the information used in staffing positions in a government institution, and is used to select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted. The records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

CFD/P-SE-903
Attendance and Leave

This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. The information relates to departmental employees. The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. The information is used to record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. Records are destroyed two years after expiry of the fiscal year.

CFD/P-SE-904
Pay and Benefits

This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The information is used to enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*. Records are destroyed two years after expiry of the fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

CFD/P-SE-905
Training and Development

This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. The information is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees. The records are destroyed two years after completion of the particular training and development undertaken by an employee.

CFD/P-SE-906
Official Languages

This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. The information relates to departmental employees. The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. The information is used to support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Two years after last documentation the records are destroyed.

CFD/P-SE-910
Grievances

This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances. The information relates to departmental employees. The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board. Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board. Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

CFD/P-SE-912

Performance Reviews and Employee Appraisals

This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. The information relates to departmental employees. The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. The information is used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. Records are destroyed after ten years for employees in the Management Resources Information System and three years for all other employees.

CFD/P-SE-913

Travel and Relocation

This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. The information relates to departmental employees. The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees. The information is used to administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

CANADIAN HUMAN RIGHTS COMMISSION

Chapter 20

CANADIAN HUMAN RIGHTS COMMISSION

Background

The Canadian Human Rights Commission was given its mandate with the passage in July 1977 of the *Canadian Human Rights Act*. The Act became operative on March 1, 1978 and was amended July 1, 1983.

Overall Responsibilities

The Commission's mandate is to foster the principle that every individual should have an equal opportunity to participate in all spheres of Canadian life, consistent with his or her duties and obligations as a member of society.

This mandate is carried out in two ways. First, it deals with complaints of discrimination in employment or in the provision of goods, services, facilities or accommodation based on ten prohibited grounds of discrimination: race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, or conviction of an offence for which a pardon has been granted. Its jurisdiction includes federal government departments and agencies, Crown corporations and institutions such as chartered banks, airlines, interprovincial transportation systems, as well as the federally regulated portions of the private sector. In order to deal with complaints of discrimination, the Commission must collect personal information about the complainant, employees of the respondent, and third parties. The information could include race, age, marital status, medical or educational history, and is used in order to determine whether there has been a violation of the *Canadian Human Rights Act*.

Secondly, the Commission conducts information programs in the field of human rights, provides advice, issues guidelines, conducts research, reviews regulations and other instruments, maintains close liaison with the provinces and endeavours to reduce discriminatory practices.

Access Procedures

Please address all requests for access to personal information in writing to

Privacy Co-ordinator
Canadian Human Rights Commission
400-90 Sparks Street
Ottawa, Ontario
K1A 1E1

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Complaints and Compliance Branch

HRC/P-PU-005
Complaints Received Under the Canadian Human Rights Act, Part III
Description: The files consist of complaints lodged by individuals or groups from March 1, 1978, to the present day, dealing with discrimination on the grounds of race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, or conviction for an offence for which a pardon has been issued; complaints of discrimination concerning pensions and insurance; hate messages; equal pay, and with complaints received because of threats or intimidation for having filed a complaint of discrimination (Section 45 of the *Canadian Human Rights Act*). They contain statements from individuals and groups, and correspondence with and reports about complainants, respondents and witnesses dealing with the complaint and other facts relevant to the investigation or conciliation.
Class of Individuals: General public; complainants, respondents, witnesses.
Purpose: The purpose of this bank is to record, enquire into and resolve complaints of discrimination in connection with the application of Part III of the *Canadian Human Rights Act*, and where necessary to provide evidence for the hearing of a complaint by a Human Rights Tribunal, the Federal Court of Canada and/or the Supreme Court of Canada.
Retention and Disposal Standards: The paper media information in this bank is retained for microfilming selection, then destroyed after microfilming verification. The microfiches have a 10-year retention period, and are then transferred to the Public Archives of Canada for archival purposes.
PAC# = M40-79
Related to COR: HRC/CCB-015
TBS Registration Number: 001504

Legal Branch

HRC/P-PU-010
Litigation Files
Description: Information on legal proceedings of specific complaints of discrimination before a Human Rights Tribunal or a court of law, and legal opinions regarding specific complaints.
Class of Individuals: General public; complainants, respondents, witnesses.
Purpose: The material in this bank is retained to enable the branch to carry out its mandate as legal advisor to the Commission and in proceedings before Tribunals and the courts.
Retention and Disposal Standards: Information in this bank is retained for 10 years, then destroyed. Some of this information may be transferred to the Public Archives of Canada for archival purposes.
PAC# = M40-79
Related to COR: HRC/LEG-005
TBS Registration Number: 001505

HRC/P-PU-015
Access Request Data
Description: This bank contains formal and informal requests sent by individuals requesting access to any personal information about them held by the Canadian Human Rights Commission, replies to such requests, and information related to their processing.
Class of Individuals: General public; applicants.
Purpose: This material is used for processing access requests only, and to report on the number of access requests received annually.
Retention and Disposal Standards: The information in this bank is retained for two years after the date of correspondence and then destroyed.
PAC# = 78-001
TBS Registration Number: 001506

Administration, Personnel and Finance Branch

HRC/P-PU-025
Professional and Personal Service Contracts
Description: This bank contains basic data such as social insurance number, educational qualifications, employment history, appointment and termination dates, amount of fees paid and other allowable expenses and payments.
Class of Individuals: General public; contractees.
Purpose: The purpose of this bank is to maintain a record concerning professional and personal service contracts by individuals who contract with the Commission. The information is used to assist in selecting qualified individuals to provide contractual services.

Retention and Disposal Standards: The information in this bank is retained for six years and then destroyed.
PAC# = 78-001
Related to COR: HRC/AFP-055
TBS Registration Number: 001507

Classes of Personal Information

Complaints and Compliance Branch Files

In the course of conducting the programs and activities of the Complaints and Compliance Branch, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information may include an individual's race, national or ethnic origin, colour, religion, age or marital status, views or opinions of another individual about the individual, etc., which are stored as part of the general subject files, where records are not normally retrieved by name of individual or other personal identifier.

This form of personal information is normally retrievable only if specifics are provided concerning personnel/employment policies and practices of, or special programs, plans or arrangements undertaken by federally regulated employers or service providers, or concerning Commission policies about the application of the *Canadian Human Rights Act* to employment policies, practices and special programs/arrangements.

The retention period for these classes of personal information is controlled by the records schedules of the general subject files in which they are stored.

Research and Policy Branch Files

In the course of conducting the programs and activities of the Research and Policy Branch, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information may include an individual's race, national or ethnic origin, colour, religion, age or marital status, views or opinions of another individual about the individual, etc., which are stored as part of the general subject files, where records are not normally retrieved by name of individual or other personal identifier.

This form of personal information is normally retrievable only if specifics are provided concerning research related to the duties and responsibilities of the Commission, including policy analysis and development, surveys to monitor current public opinion, socioeconomic studies of human rights problems, preparation and analysis of statistics, bibliographies, and other data.

The retention period of these classes of personal information is controlled by the records schedules of the general subject files in which they are stored.

Enquiries Received Under the Canadian Human Rights Act, Part III

In the course of conducting the programs and activities of the Complaints and Compliance Branch, categories of personal information may be accumulated which are stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. Such personal information is accumulated in the course of responding to complaints of discriminatory practices and policies on various grounds which may or may not be prohibited by the Act. This form of personal information is retrievable only if specifics are provided concerning the nature of the complaint, the date, and the office to which it was addressed. The files are retained for one year from date of correspondence and then destroyed.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct requests for formal access to the address given under Access Procedures.

STANDARD BANKS

HRC/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The

information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 001508

HRC/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001509

HRC/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry yed.of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001510

HRC/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 001511

HRC/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001512

HRC/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years

following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 001513

HRC/P-SE-914
Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 001514

HRC/P-SE-915
Conflict of Interest and Post-Employment Code
Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001609

HRC/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 001515

Deleted Personal Information Banks

HRC/P-PU-020 Inventory of Tribunal Membership

CANADIAN IMPORT TRIBUNAL

Chapter 21

Background

The Canadian Import Tribunal was established under, and derives its authority from, the *Special Import Measures Act (SIMA)*. The Tribunal's main function is to inquire as to whether imports into Canada are causing material injury or retardation to Canadian industry. The Tribunal's inquiries result in the issuance of findings or reports. Findings of material injury establish the basis under which anti-dumping or countervailing duties are levied. Reports assist the government in determining whether safeguard action should be taken respecting other imports.

SIMA came into force on December 1, 1984, and replaced the 1969 *Anti-dumping Act*. SIMA modernized and streamlined previous anti-dumping and countervailing legislation and brought it in line with Canada's international obligations under the GATT Anti-Dumping Code and Subsidies and Countervailing Duties Code. These agreements were negotiated under the auspices of the GATT "Tokyo Round" of multinational tariff negotiations and signed by Canada in 1979. The prime purpose of SIMA is to protect Canadian industry from unfair import competition.

The Tribunal, an independent agency, conducts several types of proceedings generally in a quasi-judicial fashion. The Tribunal consists of five regular members, to which may be added up to five temporary members. It is supported by a secretariat, which provides support services, and by a research unit, which conducts economic studies. The Tribunal is located in Ottawa. In conducting its inquiries and arriving at its decisions, the Tribunal requests information from interested parties, receives representations, hears evidence and holds public hearings. Although hearings normally are held in Ottawa, they may be held anywhere in Canada.

The Deputy Minister of National Revenue for Customs and Excise, (Deputy Minister) is responsible for several activities under SIMA. These include: receiving from domestic industry complaints of alleged injury to Canadian production from dumped or subsidized imports; conducting investigations to determine the existence of dumping or subsidization; accepting undertakings from exporters; and also levying anti-dumping and countervailing duties where appropriate. Reference to SIMA should be made for further information regarding the Deputy Minister's role under the Act.

The Tribunal conducts different types of proceedings under SIMA which are summarized as follows:

1. Advice to the Deputy Minister (sections 33,34,35 and 37 of the Act) — When the Deputy Minister decides not to proceed with a dumping or subsidization investigation because the evidence does not disclose, to his satisfaction, a reasonable indication of material injury or retardation, the Deputy Minister or the complainant, under section 33(2) of the Act, may refer this question to the Tribunal. The Tribunal's advice as to whether the evidence before the Deputy Minister discloses a reasonable indication of material injury or retardation is conclusive. If the Tribunal's advice is that the evidence discloses a reasonable indication of material injury, then the Deputy Minister must proceed with the investigation.

Where investigations have been initiated by the Deputy Minister, the exporter, importer or government of the country of export may refer to the Tribunal, under section 34(b) of the Act, the question as to whether the evidence before the Deputy Minister discloses a reasonable indication of material injury or retardation. This is done in an attempt to terminate proceedings at the investigation stage. Here again, the Tribunal's advice on the question is conclusive and determines whether the investigation continues or not.

There are also provisions in section 35 of the Act for similar references and advice where the Deputy Minister, after initiating an investigation, concludes that the evidence does not disclose a reasonable indication of material injury.

2. Material Injury Inquiries (section 42 of the Act) — These are economic inquiries involving the examination of a wide variety of factors and the formulation of findings by the Tribunal as to whether the importation of dumped or subsidized goods is materially injurious to Canadian producers of like goods. Findings of the Tribunal that such imports are the cause of material injury result in the imposition of anti-dumping duties or countervailing duties. In addition, pursuant to section 45 of SIMA, the Tribunal must report to the Minister of Finance if it is of the opinion that the imposition of duties in full or in partial amount would not or might not be in the public interest.

3. Report to the Governor in Council (section 48 of the Act) — The Tribunal is asked to inquire into and report on matters referred to it by the Governor in Council. These inquiries are generally more extensive and far-ranging than injury inquiries. Services as well as goods may be included in this type of inquiry.

4. Reviews of Prior Material Injury Findings (section 76 of the Act) — The Tribunal may, on its own initiative or at the request of the Deputy Minister or any person or government, review its prior findings and may rehear any matter in this process. In addition, the Tribunal may review any findings of material injury made under the *Anti-dumping Act* and still in effect at the time of the proclamation into force of SIMA.

5. Importer Ruling (section 89 of the Act) and Reconsideration of Finding (section 91(1)(g) of the Act) — The Tribunal may be asked to rule on the question as to which of two or more persons is the importer in Canada of goods on which anti-dumping or countervailing duty is or may be payable. Also, the Tribunal may reconsider any finding it has made when its ruling as to who is the importer identifies a person other than the one specified by the Deputy Minister.

The Special Import Measures Act, the Regulations and the rules should be consulted for the purpose of interpreting and applying the law.

Access Procedures

Please address all requests for formal access to:

Assistant Secretary
Canadian Import Tribunal
19th Floor — Journal Tower South
365 Laurier Avenue West
Ottawa, Ontario
K1A 0G5
Telephone: (613) 993-4601

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct requests for formal access to the address above, unless otherwise indicated.

PARTICULAR BANKS

CIT/P-PE-801 *Formerly Identified as:* CIT/P-SE-915
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000541

STANDARD BANKS

The following banks are located at the headquarters of the Department of Finance (see appropriate chapter) except for Standard Bank P-SE-909 **Security Clearances** which is located at Security Services, the Department of Finance, 12th Floor, Lord Elgin Plaza, 66 Slater Street, Ottawa, Ontario K1A 0G5. Telephone: (613) 992-2606.

CIT/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000529

CIT/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000530

CIT/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000531

CIT/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000532

CIT/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 000533

CIT/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000534

CIT/P-SE-909
Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000535

CIT/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the

grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001

TBS Registration Number: 000536

CIT/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001

TBS Registration Number: 000537

CIT/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001

TBS Registration Number: 000538

CIT/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001

TBS Registration Number: 000539

CIT/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001

TBS Registration Number: 000540

CIT/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Consistent Uses: To issue identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001

TBS Registration Number: 000542

CIT/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 000543

CIT/P-SE-919
Personal Harassment
Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassmen at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.
Consistent Uses: To support decisions on transfer and discipline of employees.
Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.
PAC# = 85-001
TBS Registration Number: 000544

CANADIAN INSTITUTE FOR INTERNATIONAL PEACE AND SECURITY

Chapter 22

CANADIAN INSTITUTE FOR INTERNATIONAL PEACE AND SECURITY

Background

The purpose of the Institute is to increase knowledge and understanding of the issues relating to international peace and security from a Canadian perspective, with particular emphasis on arms control, disarmament, defence and conflict resolution. The Institute's aim is also to foster, fund and conduct research on matters relating to international peace and security; promote scholarship in matters relating to international peace and security; study and propose ideas and policies for the enhancement of international peace and security; and collect and disseminate information on, and encourage public discussion of, issues of international peace and security.

Access Procedures

Requests should be addressed to:

Access to Information and Privacy Co-ordinator
Canadian Institute for International Peace and Security
P.O. Box 3425, Station D
Ottawa, Ontario
K1P 6L4

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

CIP/P-PU-005
Funding Proposals (New)

This bank contains applications for grants from individuals or organizations. Files contain personal information, occupational and professional background, description of proposal, assessment of proposal, committee evaluation and board approval. The files also contain schedule of payment and financial reports. The information relates to individuals or groups who have an interest in peace and security. This information was compiled to evaluate the merits of proposals from individuals or organizations requesting funding, to monitor their progress and payment schedule, and to record the final report. When files are closed they are retained by the Insitute for 24 months and then forwarded to the National Archives.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to the address given under Access Procedures.

STANDARD BANKS

CIP/P-SE-901
Employee Personnel Record (New)

This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. The information in this bank relates to departmental employees. The purpose of this bank is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. The information is used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. The information is retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

CIP/P-SE-902
Staffing (New)

The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) The information relates to departmental employees. The bank provides a record of the information used in staffing positions in a government institution, and is used to select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted. The records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

CIP/P-SE-903

Attendance and Leave (New)

This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. The information relates to departmental employees. The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. The information is used to record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. Records are destroyed two years after expiry of the fiscal year.

CIP/P-SE-904

Pay and Benefits (New)

This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The information is used to enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*. Records are destroyed two years after expiry of the fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

CIP/P-SE-905

Training and Development (New)

This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. The information is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees. The records are destroyed two years after completion of the particular training and development undertaken by an employee.

CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

Chapter 23

CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

Background

The Canadian International Development Agency (CIDA) has as its objective the support of the efforts of developing countries in fostering their economic growth and the evolution of their social systems in a way that will produce a wide distribution of the benefits of development among the population of these countries.

Access Procedures

The following banks are located at the offices of CIDA in the National Capital Region. Enquiries concerning these banks should be addressed to

Access to Information and Privacy Co-ordinator
Documentation Management Division
Canadian International Development Agency
200 Promenade du Portage
Hull, Québec
K1A 0G4
Telephone: (819) 997-1413

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

IDA/P-PU-005

The Human Resources Inventory of Persons Serving or Prepared to Serve Overseas

The record consists of personal data, academic qualifications and experience. This data bank is used as a current inventory of individuals with appropriate skills wishing to participate in CIDA projects, as well as those presently on assignment overseas with CIDA. The information is used to maintain and to build a computer inventory enabling CIDA to respond to needs of developing countries. The inventory is also used to identify suitable candidates who have expressed a desire to serve with international development organizations. Other uses include the production of statistical data for CIDA purposes. The completed form is kept for two years and the staffing file is kept for 35 years and after last correspondence the computer inventory is kept for two years.

IDA/P-PU-010

Consultants Registration Data Bank (No. 7510)

This data bank contains names, addresses and telephone numbers of consultants (firms, organizations or individuals) as well as an adequate description of their resources, professional expertise, specialization, general experience and language capabilities. Any particular file remains in the bank as long as the firm or individual wishes to remain registered with CIDA, and also remains Canadian owned. The purpose is to provide the Consultant Selection Committee and, ultimately, CIDA senior management and the Minister, within the framework of the decisional process, with information on the qualifications and experience of individuals and firms wishing to obtain contracts to undertake CIDA projects in developing countries overseas. The information is used to produce statistical data for internal management and information purposes. Files are kept for five years and the information on the computer system is kept for two years after last correspondence.

IDA/P-PU-015

Applicants for and Holders of CIDA Awards for Canadians

This data bank contains a record of Canadians who have applied for or been granted an award under the CIDA Program for Canadians. The file includes personal and professional references, proposed program of study and career intentions. Individuals may access their file. The information relates to Canadians who have applied for or been granted an award. This bank is used to select candidates for awards and for scholarship holders. The personal information and the school papers may be used for recruitment purposes in CIDA projects, private sector projects within Canada and organizations outside of Canada. CIDA files are maintained for two years for review of applications and for 15 years for file of granted awards.

IDA/P-PU-020

Accounts Payable and Receivable

The bank contains a copy of the contract and information needed to initiate and control fee payments and tax deductions, and documentation on payments made. The purpose of this data bank is to monitor and control all payments, as well as recoverable items and payments made to co-operants under contract to CIDA. Any individual's files dealing with a particular contract and computerized data are kept for six years after the contract is terminated.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct enquiries about the following banks to the address given under Access Procedures.

STANDARD BANKS

The following banks are located at headquarters.

IDA/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

PAC# = 85-001

TBS Registration Number: 001275

IDA/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The bank provides a record of the information used in staffing positions in a government institution.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001276

IDA/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001277

IDA/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

PAC# = 85-001

TBS Registration Number: 001278

IDA/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private

organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.

PAC# = 85-001

TBS Registration Number: 001279

IDA/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001280

IDA/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001281

IDA/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001282

IDA/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001283

IDA/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 001284

IDA/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

PAC# = 85-001

TBS Registration Number: 001285

IDA/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.

Consistent Uses: To support decisions regarding employee assistance measures.

Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001286

IDA/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part I, Schedule I. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.

PAC# = 85-001

TBS Registration Number: 001287

IDA/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.

PAC# = 85-001

TBS Registration Number: 001288

CANADIAN LIVESTOCK FEED BOARD

Chapter 24

CANADIAN LIVESTOCK FEED BOARD

Background

The objective of the Canadian Livestock Feed Board is to ensure the availability of adequate feed grain supplies and storage space to meet the needs of livestock feeders in eastern Canada and British Columbia, and to contribute to reasonable price stability for such supplies; to assist in equalizing feed grain prices to livestock feeders in eastern Canada and in British Columbia.

Access Procedures

Please address any enquiries concerning the following banks to

Director General — Program Co-ordination
Canadian Livestock Feed Board
P.O. Box 177
Snowdon Station
Montréal, Québec
H3X 3T4
Telephone: (514) 283-7505

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

CLF/P-PU-005
Freight Equalization Payment Records
Description: Records of payments effected by the Board according to the *Livestock Feed Assistance Act* and Regulations.
Class of Individuals: Feed manufacturers and livestock producers located in grain deficient areas of Canada.
Purpose: For program administration purposes and for statistical purposes related to domestic grain movements to eastern Canada and British Columbia.
Consistent Uses: Financial account and statistical purposes.
Retention and Disposal Standards: Six years according to the Board's regulations.
PAC# = 74-008
TBS Registration Number: 000306

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for access, to the **Privacy Co-ordinator** at the above address.

STANDARD BANKS

CLF/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000307

CANADIAN PATENTS AND DEVELOPMENT LIMITED

Chapter 25

CANADIAN PATENTS AND DEVELOPMENT LIMITED

Background

Canadian Patents and Development Limited was incorporated in 1947 to make available to the public, through industry, the industrial and intellectual property which results from publicly funded research and development.

Access Procedures

Please address requests for formal access to

Privacy Co-ordinator
Canadian Patents and Development Limited
275 Slater Street, 19th Floor
Ottawa, Ontario
K1A 0R3
Telephone: (613) 996-5736

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Enquiries concerning the following bank should be directed to the above address.

STANDARD BANKS

CPD/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000305

CANADIAN PENITENTIARY SERVICE

Chapter 26

Background

The Canadian Penitentiary Service (formerly the Penitentiary Service and the National Parole Service) is responsible for administering sentences imposed by the courts, for the custody and health care of federal offenders and their preparation for re-entry to society. The Canadian Penitentiary Service, commonly referred to as the Correctional Service of Canada (CSC), exercises responsibility for the management of five regions, each of which includes: regional headquarters (RHQ); correctional staff colleges; maximum, medium and minimum security penal institutions; specialized penal institutions; community correctional centres; district parole offices and parole offices.

Personal information held by the Correctional Service of Canada is divided into four major categories identified as Administrative Files — Personal Information, Offender Information, Information on General Public, and Employee Information.

Each category may contain information acquired from or provided by a third party.

Access Procedures

All access requests should be addressed to

Access to Information and Privacy Co-ordinator
Correctional Service Canada
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P9

While CSC employees may also pursue this route to gain access to their records, they are encouraged to request access from their local personnel offices.

Access requests must be accompanied by name, birth date, and where an offender bank is being accessed, the most recent offender number (i.e. institutional or Finger Print System) and expected location of the requested record, (e.g. the name of the penal institution or the parole office). Access requests to specific banks can necessitate additional information. This information has been indicated in the related banks. All access related information is indicated under ID (Identification). If only a specific medical docket or some other specific subject matter is being sought, the requestor should note this on the Record Access Request form. Any additional access requirements for specific banks or classes of records are included in their descriptions.

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Administrative Files

This category groups all records which may hold personal information on either offenders, employees or members of the public, that is not classed as such.

CPS/P-PU-005
Institutional Security Threats Records

This bank contains records on national and international groups, organizations and criminals. It is used to provide background information on threats to institutional security and to provide reports on all security investigations to aid in preventing recurrences. These records are retained for a period of ten years. Historical records are transferred to the Public Archives.
ID = Name, FPS number, Inmate number
LOC = Ottawa, Region, Institutions

CPS/P-PU-010
Security Enquiries

This bank contains records on serious security incidents. For each incident, the report includes enquiry terms of reference, facts gathered and recommendations. Also included are police reports and intelligence assessments. Records are maintained on offenders, staff, visitors and external organizations who are involved in or provide information on the incident. It is used to prevent recurrences of security incidents. These records are retained for ten years. Historical records are transferred to the Public Archives.
ID = Name, SIN, FPS number, Inmate number, approximate date of incident, location of incident.
LOC = Ottawa, Regions, Institutions

CPS/P-PU-015
Correctional Investigator Enquiries Records

This bank contains records on enquiries initiated by the Correctional Investigator. It is used to analyse and make action recommendations resulting from enquiries conducted by the Correctional Investigator. These records are retained for ten years. Historical records are transferred to the Public Archives.
ID = Name, SIN, FPS number, Inmate number
LOC = Ottawa, Region, Institutions

CPS/P-PU-020
Personal Information Request Records

This bank contains the personal information request forms sent by individuals requesting access to their records, the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. These records are disposed of after two years.
ID = Name/LOC = Ottawa

CPS/P-PU-021
Personal Information Disclosed to Federal Investigative Bodies (New)
Description: In accordance with subsection 8(4) of the *Privacy Act*, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the *Privacy Act*, for the purpose of enforcing a law of Canada or a province or for carrying out a lawful investigation.
Class of Individuals: Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the *Privacy Act*.
Purpose: The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the *Privacy Act* to federal investigative bodies.
Consistent Uses: Certain parts of this bank can be used by provincial jurisdictions.
Retention and Disposal Standards: Records are retained for two years after completion of the request.
TBS Registration Number: 001582

Offender Information

This category encompasses all operational information required on offenders so that the Correctional Service of Canada can carry out its mandate. It has been divided into 16 distinct banks.

CPS/P-PU-025

Admission and Discharge

Description: This bank permits the storage and retrieval of admission and discharge records and data on the offender's incoming and outgoing personal effects.
Class of Individuals: Individuals who are or have been incarcerated in a federal institution.
Purpose: To compile an inventory listing of an offender's cell and stored effects, monies and securities, valuables and other important documents.
Consistent Uses: Assists in the processing of claims against the Crown.
Retention and Disposal Standards: Records are retained until the offender attains 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the Public Archives.
PAC# = 71-023
Related to COR: CPS/CMD-230
TBS Registration Number: 001075

CPS/P-PU-030

Case Management — Community

Description: This bank permits the storage and retrieval of records and data on an offender's release programs as well as background information on his/her incarceration.
Class of Individuals: Individuals who are or have been incarcerated in a federal institution.
Purpose: To provide documentation to assist in the decision-making process for parole.
Consistent Uses: Used in the preparation of penitentiary placement and release.
Retention and Disposal Standards: Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the Public Archives.
PAC# = 71-023
Related to COR: CPS/CMD-230
TBS Registration Number: 001076

CPS/P-PU-035

Case Management — Institution 'A'

Description: This bank contains sensitive information on all offenders incarcerated in federal institutions. It may contain information provided under expressed or implied confidentiality related to the offender's conduct such as routine police reports, community investigations and information of a general investigative nature.
Class of Individuals: Individuals who are or have been incarcerated in a federal institution.
Purpose: To assist in the case management process for the offender.
Consistent Uses: Used in the decision-making process for determining the type of institution in which an offender should be incarcerated and type of custody; the type and number of escorts required in cases of temporary absences or transfer; plans and progress in regard to preparation for release.
Retention and Disposal Standards: Records are retained until the offender reaches 70 years of age or until five (5) years after the last warrant expiry date, whichever is longest. Historical records are transferred to the Public Archives.
PAC# = 71-023
Related to COR: CPS/CMD-230
TBS Registration Number: 001077

CPS/P-PU-040

Case Management — Institution 'B'

Description: This bank contains applications submitted by an offender as well as notifications given to an offender on case management and financial matters.
Class of Individuals: Individuals who are or have been incarcerated in a federal institution.
Purpose: To record requests and events of short-term significance.
Consistent Uses: Used in the day-to-day management of offenders.
Retention and Disposal Standards: Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the Public Archives.
PAC# = 71-023
Related to COR: CPS/CMD-230
TBS Registration Number: 001078

CPS/P-PU-041

Disciplinary Hearing (New)

Description: This bank permits the storage and retrieval of written records and audio recordings relating to offender disciplinary hearings.
Class of Individuals: Individuals who are or have been incarcerated in a federal institution.
Purpose: To record the necessary information for the decision-making process of disciplinary hearings.
Consistent Uses: This bank can be used during Offender Grievances processing. This bank also contains information which can be used by provincial jurisdictions.
Retention and Disposal Standards: The audio recordings are disposed of two years following the suspension of all actions relating to the disciplinary hearing. The written records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the Public Archives.
PAC# = 71-023
TBS Registration Number: 001583

CPS/P-PU-045

Discipline and Dissociation

Description: This bank permits the storage and retrieval of discipline and dissociation records and data on disciplinary measures taken against the offender as a result of breaches of institutional regulations, or irregularities.
Class of Individuals: Individuals who are or have been incarcerated in a federal institution.
Purpose: To document disciplinary measures taken against an offender.
Consistent Uses: To assist in the decision-making process for parole, temporary absence and transfer applications as well as in sentence calculation.
Retention and Disposal Standards: Records are retained until the offender attains 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the Public Archives.
PAC# = 71-023
Related to COR: CPS/SBR-345
TBS Registration Number: 001079

CPS/P-PU-046

Offender Grievances (New)

Description: This bank contains grievances presented by offenders; receipt notices and replies by management; testimony by witnesses;

legal opinions; investigation and analysis reports; all correspondence about grievances.
Class of Individuals: Offenders who have presented a grievance.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process.
Retention and Disposal Standards: The records are disposed of two years following the resolution of grievances. Historical records are transferred to the Public Archives.
PAC# = 71-023
TBS Registration Number: 001584

CPS/P-PU-050
Education and Training
Description: This bank permits the storage and retrieval of education and training records and data created while an offender is incarceratated in an institution.
Class of Individuals: Individuals who are or have been incarcerated in a federal institution.
Purpose: To monitor an offender's education and training progress.
Retention and Disposal Standards: Records are retained until an offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the Public Archives.
PAC# = 71-023
Related to COR: CPS/ETD-165
TBS Registration Number: 001080

CPS/P-PU-055
Employment
Description: This bank permits the storage and retrieval of records and data on an offender's employment within the institution and the community.
Class of Individuals: Individuals who are or have been incarcerated in a federal institution.
Purpose: To evaluate and assess an offender's progress and employability.
Consistent Uses: To monitor and evaluate employment and pay progess.
Retention and Disposal Standards: Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the Public Archives.
PAC# = 71-023
Related to COR: CPS/ETE-150
TBS Registration Number: 001081

CPS/P-PU-060
Offender Health Care Record

This bank contains health care records on all offenders incarcerated in federal penitentiaries and in the community. The records within the bank are segregated into four dockets, namely: (i) medical and surgical; (ii) dental; (iii) psychiatric; (iv) psychological. The dockets contain health care histories, test results and interpretations, X-rays, treatment provided and related information. The bank is used for treatment purposes, and to record and respond to offender health care problems such as illness or injury. Certain health care records are also used for research, evaluation and training purposes but no decisions directly affecting the individual result from these uses. These records are disposed of in accordance with an Operational Records Retention and Disposal Schedule approved by the Dominion Archivist and are normally retained until the offender reaches 70 years of age or five years after the last warrant expiry date, whichever is the longest. Historical records are transferred to the Public Archives.
ID = Name, FPS number, Inmate number
LOC = Ottawa, Institutions, Health care facilities

CPS/P-PU-061
Psychiatric Treatment Centres (New)
Description: This bank contains psychiatric records and some medical information pertaining to offenders treated in Psychiatric Treatment Centres.
Class of Individuals: Individuals who are and have been incarcerated in a Federal Psychiatric Treatment Centre.
Purpose: This bank is used for treatment purposes and to record offender's mental health problems.
Consistent Uses: The information recorded in this bank can be used for the transference of the offender to a Provincial Psychiatric Treatment Centre after the last warrant expiry date.
Retention and Disposal Standards: Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the Public Archives.
PAC# = 71-023
TBS Registration Number: 001585

CPS/P-PU-065
Preventive Security Records

This bank contains records, such as incident reports, police intelligence reports, criminal profiles, modus operandi and any other data related to the incident. Records are maintained on offenders, staff and external groups who provide information on or are involved or implicated in the incidents. It is used to prevent, reduce and control various incidents. These records are retained until the offender reaches 70 years of age or five years after the last warrant expiry date, whichever is the longest. Historical records are transferred to the Public Archives.
ID = Name, SIN, FPS number, Inmate number
LOC = Ottawa, Region, Institutions, Security-cleared parole offices

CPS/P-PU-070
Psychology
Description: This bank permits the storage and retrieval of psychological records and data.
Class of Individuals: Individual who are or have been incarcerated in a federal institution.
Purpose: To provide a psychological profile of an offender and to determine any treatment required.
Consistent Uses: Assists in individual program planning, classification of an offender and transfers and allows the monitoring of psychological treatment received.
Retention and Disposal Standards: Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the Public Archives.
PAC# = 71-023
Related to COR: CPS/CMD-230
TBS Registration Number: 001082

CPS/P-PU-075
Sentence Administration
Description: This bank permits the storage and retrieval of records and data related to the administration of an offender's sentence.
Class of Individuals: Individuals who are or have been incarcerated in a federal institution.
Purpose: To control the administrative and legal documents pertaining to an offender's incarceration.
Consistent Uses: To ensure that policies and procedures on the administration of the offender's sentence are followed.

Retention and Disposal Standards: Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the Public Archives.
PAC# = 71-023
Related to COR: CPS/CMD-230
TBS Registration Number: 001083

CPS/P-PU-080
Visits and Correspondence
Description: This bank permits the storage and retrieval of records and data on an offender's visits and correspondence.
Class of Individuals: Individuals who are or have been incaracerated in a federal institution.
Purpose: To administer the offender's visits and correspondence privileges.
Consistent Uses: To control the entrance of visitors or contraband into an institution.
Retention and Disposal Standards: Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the Public Archives.
PAC# = 71-023
Related to COR: CPS/CMD-230
TBS Registration Number: 001084

CPS/P-PU-085
Offender Movement

This bank contains records on dangerous offenders incarcerated in federal penitentiaries. It is used to maintain a record of all pertinent information on dangerous inmates and to assist in their classification, transfer and special handling. These records are retained until the offender reaches 70 years of age or five years after the last warrant expiry date, whichever is the longest. Historical records are transferred to the Public Archives.
ID = Name, FPS number, Inmate number/LOC = Regions

Information on General Public

This category encompasses personal information held on members of the general public.

CPS/P-PU-090
Volunteer Records

This bank contains records on individuals offering their services on a voluntary basis, such as: addresses, telephone numbers, biographies and résumés, and security clearances. It is used to maintain an inventory of volunteers and a record of their activities and achievements. These records are retained for ten years. Historical records are transferred to the Public Archives.
ID = Name, SIN/LOC = Ottawa, Regions

CPS/P-PU-095
Employer Program Records

This bank contains records on individuals, groups, agencies or firms who are involved in creating work opportunities for offenders, such as joint venture projects, or who wish to obtain goods produced and/or services provided by offenders. It is used to manage offender employment programs, to record their expenditures and revenues, to market offender goods and services and to provide statistical and other data about these programs. These records are retained for ten years. Historical records are transferred to the Public Archives.
ID = Name, SIN

CPS/P-PU-100
Open Competitions

This bank contains information on individuals who have responded to an open competition notice posted by the Correctional Service of Canada. It includes requests to staff a position including all information regarding the position, all advertising data, all applications and interview data on applicants, including screening and selection board reports, offers of appointment and appointment documents. It is used to staff positions through open competitions on referral from applicant inventory, and for statistical studies. These records are disposed of two years after the competition board date. Historical records are transferred to the Public Archives. Individuals seeking access to these records must provide their full given name and surname as well as the competition date and number.
ID = Name, address, SIN/LOC = Region

CPS/P-PU-105
Personal Services Contracts

This is a bank of records containing information on individuals having entered into a personal services contract with Correctional Service of Canada. It includes the duties, length of service, remuneration and any other approved terms and conditions deemed necessary. It is used to monitor and evaluate performance and to verify entitlements. These records are disposed of six fiscal years after completion of the contract. Historical records are transferred to the Public Archives.
ID = Name, SIN, Contract number/LOC = Ottawa

Classes of Personal Information

Pardons Records

This is a class of records on offenders incarcerated in federal penitentiaries and in the community who have been pardoned under the *Criminal Records Act.* When a pardon is granted, the Department collects all records on the individual and segregates them from the regular records holdings in order that they may not be used for any purpose. These records are returned to the regular records holdings if the pardon is revoked.

The records are disposed of in accordance with an Operational Records Retention and Disposal Schedule approved by the Dominion Archivist and are normally retained until the offender reaches 80 eighty years of age. Historical records are transferred to the Public Archives.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to

Access to Information and Privacy Co-ordinator
Correctional Service Canada
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P9
Telephone: (613) 995-3689

The Correctional Service of Canada being composed of five administrative regions, the information banks can be structured differently according to regions and institutions. Thus, the same information is not necessarily recorded according to the following

Information Banks. However, all requests must be indicated by the following Bank number(s).

PARTICULAR BANKS

CPS/P-PE-801
Awards and Honours
Description: Records on the administration of departmental and Treasury Board programs on decorations and awards presentations.
Class of Individuals: Employees of the Correctional Service of Canada.
Purpose: To identfy individuals who have been nominated for or have received awards and/or decorations.
Retention and Disposal Standards: Records are retained until the employee reaches 70 years of age. Historical records are transferred to the Public Archives.
PAC# = 78-001
TBS Registration Number: 001085

CPS/P-PE-802
Career Development Programs
Description: Contains information related to an employee's work performance in terms of skills, abilities, accomplishments and interests as well as an employee's participation in training and development activities sponsored by government and non-government organizations.
Class of Individuals: Employees of the Correctional Service of Canada.
Purpose: To determine the level of performance of individual employees with a view to retention, extension of, or rejection on probation, approval of performance pay and annual increments, approval and registration in training and development activities and to certify employee achievements.
Consistent Uses: To support decisions on pay and benefits, attendance and leave, transfers, promotions, demotions, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Records are retained until the employee reaches 70 years of age. Historical records are transferred to the Public Archives.
PAC# = 78-001
TBS Registration Number: 001086

STANDARD BANKS

The following banks are located at headquarters and in the regions:

CPS/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 001087

CPS/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record. Individuals seeking access to these records must also provide the competition date and number.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001088

CPS/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001089

CPS/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 001090

CPS/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001091

CPS/P-SE-907
Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain

individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 001092

CPS/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001093

CPS/P-SE-909
Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001094

CPS/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001095

CPS/P-SE-911
Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose. The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 001096

CPS/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 001097

CPS/P-SE-914
Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 001098

CPS/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuels: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001099

CPS/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards. Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001100

CPS/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 001101

CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION

Chapter 27

CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION

Background

The Canadian Radio-television and Telecommunications Commission (CRTC) is an independent public authority established by Parliament in 1968 as a successor to the Board of Broadcast Governors, an earlier regulatory agency. Its mandate was to regulate and supervise all aspects of the Canadian broadcasting system. These responsibilities were enlarged in 1976 by the *Canadian Radio-television and Telecommunications Commission Act*, under which the Commission assumed responsibility for regulating telecommunications carriers within federal jurisdiction.

Overall Responsibilities

In broadcasting matters, the CRTC regulates both the public and the private broadcasters. It has the power to issue, renew, amend, suspend or revoke licences and to set any conditions of licence it feels necessary. With respect to federally-regulated telecommunications carriers, the CRTC has the power to ensure that the rates charged by the carriers are just and reasonable, and that rates and tariffs are not unjustly discriminatory. The Commission's approval is also required for traffic agreements and capital stock issues.

In order to fulfill its mandate, the CRTC collects a variety of information on applicants and existing licensees operating broadcasting undertakings (cable, radio and television) across the country. Financial and operating information is collected on a yearly basis in Annual Returns filed under the *Statistics Canada Act*. Programming on radio and television is monitored, and operating stations submit detailed program logs every year. In the course of the public hearing process, information concerning the applications being heard is made available for public examination, as outlined in the CRTC Rules of Procedure. These public files include the text of any intervention made by anyone wishing to express their views with respect to particular applications or issues raised in public hearings. In telecommunications hearings, interrogatories and other more formal practices may be carried out, as outlined in the CRTC Telecommunications Rules of Procedure.

On both the broadcasting and telecommunications sides, the Commission receives complaints and enquiries from specific individuals or corporations. Grants and contributions are occasionally made through the Commission's research branch.

General Information

General information can be obtained either in person, by telephone, or by writing to CRTC headquarters at: Central Building, Les Terrasses de la Chaudière, 1, Promenade du Portage, Hull, Québec, specifying the appropriate service and floor.

Library
2nd Floor
CRTC
Telephone: (819) 997-4484

Public Examination Room
2nd Floor
CRTC
Telephone: (819) 997-2429

Information Services
2nd Floor
CRTC
Telephone: (819) 997-0313
Visual Ear: (819) 997-0423

The CRTC maintains four regional offices to establish the Commission's presence in the community. These offices provide a link between the head office and the licensees, provincial and municipal governments, local groups, and the public.

In addition to searching out areas needing new broadcasting services, and assessing existing services, the regional offices are available to provide general information and assistance to the public, applicants, interveners and licensees in the regions.

Atlantic Region

Director General
Canadian Radio-television and Telecommunications
Commission
Barrington Tower, Room 428
Scotia Square
Halifax, Nova Scotia
B3J 2A8
Telephone: (902) 426-7997

Québec Region

Director General
Canadian Radio-television and Telecommunications
Commission
Complex Guy Favreau, East Tower
200 Dorchester Blvd. West, 6th Floor
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-6607

Midwest Region

Director General
Canadian Radio-television and Telecommunications
Commission
Kensington Building
275 Portage Avenue
Winnipeg, Manitoba
R3B 2B3
Telephone: (204) 949-6306

Pacific Region

Director General
Canadian Radio-television and Telecommunications
Commission
701 West Georgia Street
Suite 1130
Box 10105
Vancouver, British Columbia
V7Y 1C6
Telephone: (604) 666-2111

Access Procedures

All requests made to the CRTC under the *Privacy Act* should be addressed to

Access to Information and Privacy Co-ordinator
Canadian Radio-television and Telecommunications
Commission
Central Building, 5th Floor
Les Terrasses de la Chaudière
1, Promenade du Portage
Hull, Québec
K1A 0N2
Telephone: (819) 997-4427

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Broadcasting

CRT/P-PU-005
Complaints and Representations File

The purpose of this file is to maintain a record of any person who wishes to lodge a complaint with, or make any representation to the Commission, with respect to any matter within the powers of the Commission that is not directed to any application. The file contains the name, address, and telephone number of the person and agent, if any, lodging the complaint or making a representation. Files are kept for ten years.

Financial and Corporate Analysis

CRT/P-PU-010
Ownership Profiles

The purpose of this bank is to maintain a record of ownership profiles relating to individuals authorized under the *Broadcasting Act* to own and operate broadcasting undertakings in Canada. The bank contains the name of the individual ownership shareholding, together with the location and type of undertaking (cable, AM, FM or TV). The bank is established on a national basis and is used in preparing ownership comments (Factum Book) for the various public hearings held across the country, with respect to the granting of licences for broadcasting undertakings. Manual files are retained for ten years by the Commission.

CRT/P-PU-015
Annual Returns

The purpose of this bank is to maintain a record of financial analysis and ownership information relating to individuals and/or companies authorized under the *Broadcasting Act* to own and operate broadcasting undertakings (cable, AM, FM or TV) in Canada. Some of the financial data contained therein is used in the assessment of annual licence fees to be paid by licensees. Assessments and a record of payments are maintained. The annual returns are filed alphabetically on a national basis and are used in (a) compiling and analyzing the broadcasting industry, e.g. growth trends and industry performance; and (b) preparing financial analysis comments for the various public hearings held across the country with respect to the granting or renewing of licences for broadcasting undertakings. Manual files are retained for ten years by the Commission.

Broadcast Operations

CRT/P-PU-020
Programming Correspondence Files

The purpose of this bank is to maintain a correspondence with licensees, including AM and FM radio, television and cable TV, concerning programming matters such as logs, tape records of programs, commercials, Canadian content, etc. Comments, enquiries, and complaints cover a wide range of topics, most of which are related to the *Broadcasting Act*, 1968, and regulations under the Act. The life cycle of these files is approximately two years.

Telecommunications

CRT/P-PU-025
Telecommunications Complaints, Enquiries and Briefs

The purpose of this bank is to provide a depository for case files pertaining to complaints and/or enquiries from customers or users of telecommunications services, furnished by the telecommuncations companies under the Commission's jurisdiction. Such files contain all information relevant to the submission, processing, investigation and disposition of such complaints or enquiries, and include correspondence between the individual originating the complaint or enquiry and the Commission, as well as investigative material and correspondence between the Commission and the telecommunications company against which the complaint or enquiry is directed. Complaints and enquiries deal with such matters as service, rates and charges, credit and collection practices. The information in this bank deals only with the federally-regulated telecommunications companies, e.g. Bell Canada, British Columbia Telephone Company, Canadian National Telecommunications and CNCP Telecommunications. The files in this bank are active only during the period of investigation or enquiry, normally 30 to 60 days, after which they are closed. They are retained in the bank for a period of two years.

Research

CRT/P-PU-030
Contributions and Grants

The purpose of this bank is to keep a record of payments made to universities, associations and individuals to reimburse them for certain types of disbursements made by the recipients in relation to research in broadcasting. Disbursements by universities and associations include remuneration to individuals who have worked on the project. This information is mainly used for control of expenditures. The bank contains a résumé of the research consultant and an assessment of the proposed study and its cost. Files are retained for ten years by the Commission.

Secretariat

CRT/P-PU-035
Applicants File

The purpose of this bank is to provide information on individuals, partnerships, and individuals doing business under a registered name, relative to obtaining, renewing and amending a licence for broadcasting undertakings. This bank contains identification of the applicant; investment (equity and/or securities) held by the applicant in a CRTC licence holder, newspaper or other media publisher, theatre or cinema, advertising agency, broadcasting sales representative, broadcasting program material producer or distributor, music recording producer or music publisher, lessor of property, plant or equipment of the licensee, company owning securities in any of these categories, potential advertising client of the undertaking; staff information; service information; capital costs and facilities; and financial operations. Manual files are retained for ten years by the Commission.

CRT/P-PU-040
Intervenors File

The purpose of this file is to maintain a record of any person who is interested in an application and who wishes to file with the

Commission an intervention for the purpose of supporting, opposing or modifying an application. The file contains the name, address and telephone number of the intervenor and his or her agent, if any. Details accompany the interventions on most occasions. Interventions are public documents. Manual files are retained for ten years by the Commission.

Legal

CRT/P-PU-045
Legal Branch

The purpose of this bank is to provide a record of legal opinions and advice given to the CRTC by this branch and other sources and to retain some of the material upon which such advice was given. The bank provides a record of prosecutions and investigations conducted by this branch and retains some of the material upon which such prosecutions and investigations were contemplated or carried out. It also provides a record of cases in which the CRTC is involved and some other material relevant to such cases. The life span of this bank is indeterminate.

Corporate Management

CRT/P-PU-050
Personal Service Contracts

The purpose of this bank is to maintain a record of individuals who have been engaged under contract by the Commission. It contains basic data such as social insurance number, educational qualifications, employment history, appointment and termination dates, amount of fees paid and other allowable expenses and payments. The information is used to determine taxable income and to issue the T-4 Supplementary for income tax purposes, and as source data for personnel required to carry out special studies from time to time. Files are retained for ten years by the Commission.

CRT/P-PU-055
Travel and Removal

The purpose of this bank is to maintain records of individuals' travel costs and to determine the costs of particular programs such as public hearings and special projects. The frequency of travel is used to determine eligibility for standing advances from the Working Capital Advance. Special information on these advances is maintained for semi-annual reports to Treasury Board, forecasting the continued requirement of funds from the special allotment available to the Board for distribution among departments. The principal use of this bank is to provide managers with data on travel and removal costs for estimate purposes and for budget control. Individuals identified in this bank are employees and former employees of the Commission, and individuals who have entered into personal service contracts with the Commission. Travel and removal data may be disposed of after six years for both active and former employees.

CRT/P-PU-060
Access Request Data Bank
Description: This bank contains the access request forms sent by individuals, the replies to such requests and information related to their processing.
Class of Individuals: Members of the public who have made access requests to the Commission.
Purpose: The bank is used for processing access requests only, and to report on the number of access requests received annually.
Retention and Disposal Standards: Files are kept for two years.
PAC# = 85-001
TBS Registration Number: 001820

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to

Privacy Co-ordinator
Canadian Radio-television and
Telecommunications Commission
5th Floor
Central Building
1 Promenade du Portage
Hull, Québec
K1A 0N2
Telephone: (819) 997-1278

STANDARD BANKS

The following banks are located at headquarters.

CRT/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

PAC# = 85-001

TBS Registration Number: 001803

CRT/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The bank provides a record of the information used in staffing positions in a government institution.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001804

CRT/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001805

CRT/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

PAC# = 85-001

TBS Registration Number: 001806

CRT/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development

undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 001807

CRT/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001808

CRT/P-SE-907
Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 001809

CRT/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001810

CRT/P-SE-909
Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001811

CRT/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001

TBS Registration Number: 001812

CRT/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001

TBS Registration Number: 001813

CRT/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001

TBS Registration Number: 001814

CRT/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001

TBS Registration Number: 001815

CRT/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001

TBS Registration Number: 001816

CRT/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment

plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001817

CRT/P-SE-916
Employee Assistance
Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001818

CRT/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 001819

CANADIAN SECURITY INTELLIGENCE SERVICE

Chapter 28

CANADIAN SECURITY INTELLIGENCE SERVICE

Background

The Canadian Security Intelligence Service (CSIS) operates pursuant to the *Canadian Security Intelligence Service Act*. It collects, analyzes and retains information and intelligence respecting activities that may on reasonable grounds be suspected of constituting threats to the security of Canada, and reports to and advises the Government of Canada in relation to these matters.

The Service also plays a role in providing security assessments to departments of the Government of Canada (as described in Cabinet Directive 35, dated December 18, 1963) and may provide security assessments to the government of a province or any department thereof, any police force in a province, and to the government of a foreign state or institution thereof or an international organization of states or institutions thereof. As well, CSIS may advise any Minister of the Crown on matters relating to the security of Canada, or provide any Minister of the Crown with information relating to security matters or criminal activities that is relevant to the exercise of any power or the performance of any duty or function by that Minister under the *Citizenship Act* or the *Immigration Act*, 1976. It may also conduct such investigations as are necessary in order to provide security assessments or advice to Ministers.

Further, CSIS may, in relation to the defence of Canada or the conduct of international affairs, assist the Minister of National Defence or the Secretary of State for External Affairs, within Canada, in the collection of information or intelligence relating to the capabilities, intentions or activities of any foreign state or group of foreign states or any person other than a Canadian citizen or permanent resident, or corporation.

Access Procedures

Date and place of birth must be included in any requests. Please address all formal access requests under the *Privacy Act* to

The Director
Canadian Security Intelligence Service
P.O. Box 9732
Station Terminal
1200 Alta Vista Drive
Ottawa, Ontario
K1G 4G4
Attention: Departmental Privacy Co-ordinator
Telephone: (613) 993-1159

Applicants should note that information previously held by the RCMP Security Service has been substantially transferred to the control of CSIS.

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

SIS/P-PU-005

Security Assessments

Description: This bank contains personal information on individuals who are or have been the subject of security screening procedures in relation to pre-employment/employment with federal departments and the private sector working under federal government contracts. Similar records are held in respect to clearances required by the government of a province, a foreign state, or an international organization of states. This bank may also contain personal data, criminal records, security analysis, security assessments and investigative reports, related correspondence and a notation of the level of security clearance granted. The bank also contains personal information collected through the process of security clearances on individuals who are not themselves the subject of the clearance process.

Class of Individuals: Persons for whom CSIS was asked to provide a security assessment, including CSIS employees. By virtue of the screening process, personal information may be held on individuals who are not themselves the subject of the security assessment.

Purpose: To provide security assessments in accordance with Section 13 of the *CSIS Act*.

Consistent Uses: To support the decision taken in determining the suitability for a domestic or foreign security clearance. It may also be used in matters which may on reasonable grounds be suspected of constituting threats to the security of Canada and in other lawful investigations. Information may be provided to the Inspector General and the Security Intelligence Review Committee.

Retention and Disposal Standards: Information in this bank may be retained from two years to twenty years, subject to the Retention and Disposal schedules approved by the Dominion Archivist. When files have been designated as historical, they may be transferred to the custody and control of the Public Archives of Canada.

PAC# = 82-013

Related to COR: SIS/DDS-005

TBS Registration Number: 000835

SIS/P-PU-010

Canadian Security Intelligence Service Records

Description: This bank contains information on individuals whose activities may, on reasonable grounds, be suspected of directly relating to espionage or sabotage that is against or is detrimental to the interests of Canada; or, activities directed toward or in support of such activity; foreign influenced activities within or relating to Canada that are detrimental to the interests of Canada, and are clandestine or deceptive, or involve a threat to any person; activities within or relating to Canada directed toward or in support of the threat or use of acts of serious violence against persons or property for the purpose of achieving a political objective within Canada or a foreign state; and, activities directed toward undermining by covert unlawful acts, or directed toward or intended ultimately to lead to the destruction or overthrow by violence of the constitutionally established system of government in Canada. This bank may also contain personal information that, in relation to the defence of Canada or to the conduct of the international affairs of Canada, pertains to the capabilities, intentions; or activities of any foreign state or group of foreign states; of any person other than a Canadian citizen or permanent resident; or, any corporation except one incorporated pursuant to the laws of Canada or of any province. Information is also held in respect to CSIS providing advice relating the *Citizenship or Immigration Acts*.

Class of Individuals: Individuals suspected of espionage or sabotage against Canada or to the interests of Canada; foreign influenced activities within or relating to Canada that are clandestine or deceptive or involve a threat to any person; activities within Canada directed toward the use of serious acts of violence to achieve a political objective within Canada or a foreign state; or, activities of a covert unlawful act to destroy or overthrow the constitutionally established system in Canada.

Purpose: Collected and obtained under Section 12 of the *CSIS Act* with respect to threats to the security of Canada; under Section 15 pertaining to the requirement to provide security assessments, and under Section 16 concerning the collection of information or intelligence relating to the capabilities, intentions; or, activities of foreign states and certain persons.

Consistent Uses: CSIS may only disclose information it obtains if it does so in accordance with the controls of subsection 19(2) of the *CSIS Act*. First, it may disclose information for the purposes of the performance of its duties and functions under the *CSIS Act* or the administration or enforcement of that Act, or as required by any other law. The Service may thus disclose personal information to the Government of Canada, for example, as part of its duty to report, and give advice, thereto in relation to activities suspected of constituting threats to the security of Canda. Secondly, where the information in its possession may be used in the investigation or prosecution of an alleged contravention of the law, or where it relates to the conduct of Canada's international affairs or to the defence of Canada, then it may be disclosed to the appropriate police officials and Attorney General; to the Secretary of State for External Affairs, and to the Minister of National Defence, respectively. Thirdly, information may be disclosed where, in the opinion of the Minister, disclosure to any Minister of the Crown or person in the Public Service of Canada is essential in the public interest and that interest clearly outweighs any invasion of privacy that could result from the disclosure. Information may also be used in the preparation of security assessments for the federal government or, with ministerial approval, for provincial governments, foreign governments or international organizations. Personal information may be used, as well, as part of the federal government programs relating to Citizenship and Immigration security clearances. Personal information may also be disclosed to the Inspector General and to the Security Intelligence Review Committee.

Retention and Disposal Standards: Information in this bank may be retained from two years to thirty years, subject to the Retention and Disposal schedules approved by the Dominion Archivist. When files have been designated as historical, they may be transferred to the custody and control of the Public Archives of Canada.

PAC# = 82-013

Related to COR: SIS/DDS-010

TBS Registration Number: 000836

SIS/P-PU-015

Canadian Security Intelligence Services Records

Description: This bank contains information on individuals whose activities may have been suspected, on reasonable grounds, of having been directly related to espionage or sabotage that was against or was detrimental to the interest of Canada; or, activities that were directed toward or in support of such activity; foreign influenced activities within or relating to Canada that were detrimental to the interest of Canada, and were clandestine or deceptive, or involved a threat to any person; activities within or relating to Canada that were directed toward or in support of the threat or use of acts of serious violence against persons or property for the purpose of achieving a political objective within Canada or a foreign state; and, activities that were directed toward or intended ultimately to lead to the destruction or overthrow by violence of the constitutionally established system of government in Canada. This bank may also contain personal information that, in relation to the defence of Canada or to the conduct of the international affairs of Canada, pertained to the capabilities, intentions, or activities of any foreign state or group of foreign states; of any person other than a Canadian citizen or permanent resident; or any corporation except one incorporated pursuant to the laws of Canada or of any province. Information is also held in respect to CSIS providing advice relating to the Citizenship or Immigration Acts.

Class of Individuals: Individuals suspected of espionage or sabotage against Canada or to the interests of Canada; foreign influenced activities within or relating to Canada that were clandestine or deceptive or involved a threat to any person; activities within Canada directed toward the use of serious acts of violence to achieve a political objective within Canada or a foreign state; or, activities of a covert unlawful act to destroy or overthrow the constitutionally established system in Canada.

Purpose: Collected and obtained under Section 12 of the *CSIS Act* with respect to threats to the security of Canada; under Section 15 pertaining to the requirement to provide security assessments, and under Section 16 concerning the collection of information or intelligence, relating to the capabilities, intentions, or activities of foreign states and certain persons.

Consistent Uses: CSIS may only disclose information it obtains if it does so in accordance with the controls of subsection 19(2) of the *CSIS Act*. First, it may disclose information for the purposes of the performance of its duties and functions under the *CSIS Act* or the administration or enforcement of that Act, or as required by any other law. The Service may thus disclose personal information to the Government of Canada, for example, as part of its duty to report and give advice, thereto in relation to activities suspected of constituting threats to the security of Canada. Secondly, where the information in its possession may be used in the investigation or prosecution of an alleged contravention of the law, or where it relates to the conduct of Canada's international affairs or to the defence of Canada, then it may be disclosed to the appropriate police officials and Attorney General; to the Secretary of State for External Affairs, and to the Minister of National Defence, respectively. Thirdly, information may be disclosed where, in the opinion of the Minister, disclosure to any Minister of the Crown or person in the Public Service of Canada is essential in the public interest and that interest clearly outweighs any invasion of privacy that could result from the disclosure. Information may also be used in the preparation of security assessments for the federal government or, with ministerial approval, for provincial governments, foreign governments or international organizations. Personal information may be used, as well, as part of the federal government programs relating to citizenship and immigration security clearances. Personal information may also be disclosed to the Inspector General and to the Security Intelligence Review Committee.

Retention and Disposal Standards: Information in this bank may be retained from two years to thirty years, subject to the Retention and Disposal schedules approved by the Dominion Archivist. When files have been designated as historical, they may be transferred to the custody and control of the Public Archives of Canada.

PAC# = 82-013

Related to COR: SIS/DDS/010

TBS Registration Number: 000837

SIS/P-PU-020

Access Request Records

Description: This bank contains personal information on individuals who have submitted a request form for CSIS information banks under the *Privacy Act* or *Access to Information Act*. Included are corrections, notations, consultations with other government institutions or third parties; exemptions, exclusions, disclosures, complaints and summation of records for Court. Documents pertaining to the processing of the request are included. All of the information may be used for research, planning, evaluation and statistical purposes in the administration of both Acts.

Class of Individuals: Individuals or authorized agents who have submitted a "Personal Information Request Form" or an "Access to Information Request Form."

Purpose: To enable CSIS to adequately search appropriate files in compliance with the *Privacy Act*.

Consistent Uses: Personal information may be used for research, planning, evaluation and statistical purposes in the administration of the *Privacy Act* and *Access to Information Act*.

Retention and Disposal Standards: As a requirement of the *Privacy Act* Regulations, information is retained until all avenues of legal appeal have been exhausted with a minimum retention of two years.

PAC# = 85-001

TBS Registration Number: 001681

SIS/P-PU-025

Applications for Employment

Description: This personal information bank, created in 1981, contains unsolicited applications for employment with CSIS and also applications made to the former Security Intelligence Transitional Group (SITG).

Class of Individuals: Applications for employment with CSIS or SITG.

Purpose: Information may be used for staffing positions within CSIS.

Consistent Uses: Information may be transferred to an Employee Bank if the individual is offered and accepts employment.

Retention and Disposal Standards: Retained a minimum of two years.

PAC# = 78-001

TBS Registration Number: 000839

SIS/P-PU-030

Requests Made Pursuant to Section 8 (2) (e)

Description: This bank contains personal information on individuals under investigation by investigative bodies so designated by the *Privacy Act* Regulations.

Class of Individuals: Individuals under investigation for whom a request was made to CSIS for personal information.

Purpose: To enforce a law of Canada or a province or to carry out a lawful investigation.

Consistent Uses: To assist investigative bodies in enforcing laws or conducting lawful investigations.

Retention and Disposal Standards: A minimum of two years or until all legal processes have been completed, in compliance with the *Privacy Act* Regulations.

PAC# = 85-001

TBS Registration Number: 001682

Classes of Personal Information

In the course of carrying out the daily investigative activities and functions of the Canadian Security Intelligence Service, categories of personal information may be accumulated, which are not contained in the specific personal information banks described in this index. These records are not used for an administrative purpose affecting an individual. Such personal information includes names, addresses and other identifying data. This information is stored as part of the other general subject files. Such information is only retrievable if full specifics are provided concerning the subject matter. The retention period for this form of information is in accordance with the retention and disposal schedules associated with the subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct enquiries about the following banks to the address given under Access Procedures.

PARTICULAR BANKS

The following banks are located at headquarters and regional offices and cover all employees of the Service. Because of certain features of separation arrangements between the Service and the Royal Canadian Mounted Police, some employee records may be held by both institutions. The employee will be advised accordingly when requests are made to CSIS Employee Banks.

Employees who are former members of the RCMP and wish to use the *Privacy Act* to access their medical file, must make application to the RCMP Medical Record bank, as they will continue to hold this information.

SIS/P-PE-801

CSIS Employee Personnel Records

Description: This bank contains personal information on individuals who are currently or have been employees of the Service with respect to such material as training assessments, personal interview and appraisal reports, guidance and advice, commendations, awards, notification of shortcomings, comments on promotion, demotion or discharge.

Class of Individuals: Individuals who are or were employees of CSIS.

Purpose: To make decisions on promotion, transfers and continued service.

Consistent Uses: Research planning, evaluation and statistical analysis.

Retention and Disposal Standards: Retained a minimum of two years and disposed of in accordance with the General Records Disposal Schedule.

PAC# = 78-001

TBS Registration Number: 000840

SIS/P-PE-802

CSIS Employee Service Records

Description: This bank contains personal information on individuals who are employees of the Service and provides a chronological overview of the employee's service. Information covers application and engagement documents, transfers, personal certificates, insurance coverage, statements of injuries and disabilities by the employee and witnesses, pension and discharge documents and a Certification of Security Clearance.

Class of Individuals: Individuals who are or were employees of CSIS.

Purpose: This information is used for the internal administration of the Service and its benefit program.

Consistent Uses: This information may also be used for research, planning, evaluation and statistical purposes. Information is supplied to Supply and Services Canada to provide and account for pension funds and specified insurance plans. It may also be used to support applications for disability benefits in respect of injury or death on service under Section 27 of the *RCMP Superannuation Act*.

Retention and Disposal Standards: Retained a minimum of two years and disposed of in accordance with General Records Disposal Schedule.

PAC# = 78-001

TBS Registration Number: 000841

SIS/P-PE-803

Competitions

Description: Information is maintained on employees who are being considered or have been considered for competitions. This bank contains career résumés, performances indicators, recommendations of staffing or assessment boards, data on positions being staffed, personnel selection comparison charts and job descriptions.

Class of Individuals: Employees and other individuals who have competed for a position within CSIS.

Purpose: This information is used to select candidates for competitions to staff positions.

Consistent Uses: This information may also be used for research, planning, evaluation and statistics purposes.

Retention and Disposal Standards: Retained a minimum of two years and disposed of in accordance with the General Records Disposal Schedule.

PAC# = 78-001

TBS Registration Number: 000842

SIS/P-PE-804

Employee Grievance Records

Description: This bank contains information on employees who have entered formal grievances relating to some aspect of their employment with the Service and includes comments and final decisions.

Class of Individuals: Current and former employees.

Purpose: This information is used by senior officials of the Service in resolving grievances.

Consistent Uses: Information may also be used for research, planning, evaluation and statistical analysis.

Retention and Disposal Standards: Retained five years after the grievance is concluded and then disposed of in accordance with the General Records Disposal Schedule.
PAC# = 78-001

TBS Registration Number: 000843

SIS/P-PE-805

Employee's Discipline and Quashed Discipline Records

Description: This bank contains personal information on employees of the Service who are currently or have been the subject of disciplinary action or misconduct. These records may contain investigative reports, statements of the individual or witnesses, records of proceedings, penalties imposed, appeals, decisions and similar types of correspondence.

Class of Individuals: Current and former employees.

Purpose: This bank is used to make decisions on penalties, discharges, demotions, competitions, transfers, continued service, appeals, civil actions, eligibility for medical treatment and pensions.

Consistent Uses: Information may also be used for research, planning, evaluation and statistical analysis.

Retention and Disposal Standards: Retained at least five years and then disposed of in accordance with General Records and Disposal Schedule.
PAC# = 78-001

TBS Registration Number: 000844

SIS/P-PE-806

Pay and Benefits

Description: This bank contains certificates of pay, allowances and deductions, which set out pay and benefit information for each employee including the social insurance number, as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds.

Class of Individuals: Employees of CSIS.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits to CSIS employees.

Consistent Uses: To enable audit and reconciliation of payroll accounts and to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable the execution of orders in accordance with the *Garnishment, Attachment and Pension Diversion Act.*

Retention and Disposal Standards: Retained two years and then disposed of in accordance with the General Records and Disposal Schedule.
PAC# = 78-001

TBS Registration Number: 000845

SIS/P-PE-807

Casual Employees

Description: This bank contains information on individuals who are casual employees of the Service and contains a chronological overview of the individual's employment, consisting of applications for employment, security screening data, salary information, assessments, and correspondence outlining reasons for termination.

Class of Individuals: Current and former employees.

Purpose: This information is used to make decisions on hiring, pay, job placement and continued service. It may also be used for research, planning, evaluation and statistical research.

Retention and Disposal Standards: Retained for a mimimum of one calender year following termination and then transferred to Public Archives National Personnel Records Centre.
PAC# = 78-001

TBS Registration Number: 000846

CANADIAN TRANSPORT COMMISSION

Chapter 29

CANADIAN TRANSPORT COMMISSION

Background

The Canadian Transport Commission (CTC) regulates transportation in Canada that is under federal jurisdiction. Established by the *National Transportation Act* on September 19, 1976, it succeeded and absorbed the Board of Transport Commissioners for Canada, the Air Transport Board, and the Canadian Maritime Commission. In accordance with an earlier cabinet decision, the Western Division was established in May 1979 in Saskatoon, Saskatchewan, to enable the Canadian Transport Commission to have a more visible presence in Western Canada and to provide more direct access to and develop easier, more effective communication with the total western community.

Overall Responsibilities

The CTC's objective is to promote the co-ordination and harmonization of all operations by carriers engaged in transport under federal jurisdiction, through effective economic regulation, research and participation in policy development and, with respect to rail, to foster optimum development of safety regulations consistent with the public interest. In the course of fulfilling these responsibilities, personal information may be collected and retained concerning individuals participating in some of the activities, or from whom the Commission was required to obtain personal information.

The CTC performs all the functions vested in it by the *National Transportation Act*, the *Railway Act*, the *Aeronautics Act*, the *Transport Act* and other statutes. It is a court of record and its decisions, though binding, are subject to appeals to the Federal Court of Canada on questions of law or jurisdiction, and, in other cases, to its own Review Committee, the Minister of Transport, or the Governor in Council.

The Commission consists of a maximum of 17 commissioners including a president, one vice-president responsible for law and the superintendence of the work of the committees, and one vice-president responsible for study and research programs. All are appointed by the Governor in Council.

The powers and duties of the Commission are assigned on the basis of committees and branches. There are seven committees, five of which regulate each of the different transport modes — air, rail, water, motor vehicle, and commodity pipeline. The sixth committee deals with review and appeals, while the seventh is concerned with international transport policy matters. The branches specialize in traffic and tariffs, research, and departmental administration.

Access Procedures

Any Canadian citizen or permanent resident, as defined by the *Immigration Act*, 1976, who believes the Commission holds information of a personal nature about them, may request access to that information by writing to

Privacy Co-ordinator
Canadian Transport Commission
Jules Léger Building
15 Eddy Street
Hull, Québec
K1A 0N9
Telephone: (819) 994-2564

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Railway Transport Committee

CTC/P-PU-005

Rail Accident Investigations

Description: The purpose of this bank is to maintain records concerning rail accidents. These comprise reports on occurrence of accidents and information reports on the more serious categories — derailments, collisions, crossing accidents and trespass resulting in injury. Reports may contain names of railway employees, passengers, highway users or others injured, and names of employees disciplined. Reports of derailments or collisions contain both circumstantial and causal information, whereas other reports usually contain only circumstantial information. Since files are maintained by accident date and location, access requests should specify them.
Class of Individuals: Individuals involved in railway accidents.
Purpose: To enhance existing safety programs by identifying actual causes of accidents and action that can be taken by the committee to remove or reduce these causes. To provide information for members of Parliament and provincial legislative assemblies, and to parties involved in the accidents or their legal representatives.
Retention and Disposal Standards: Files are kept for 20 years.
PAC# = 73-007
Related to COR: CTC/RTC-020
TBS Registration Number: 000318

Air Transport Committee

CTC/P-PU-010

Complaints in Respect of Commercial Air Services

Description: The purpose of this bank is to maintain a record of investigations of complaints concerning possible infractions or alleged operations by licensed or unlicensed air carriers under the Air Carrier Regulations or the *Aeronautics Act*. This may contain personal information, depending on the nature of the complaint. Since files are maintained by carrier name, an access request must specify the name of the carrier.
Class of Individuals: Individuals involved in the investigation of possible infractions under the *Aeronautics Act* or the Air Carrier Regulations.
Purpose: To determine whether or not there have been infractions and if so, to determine the appropriate action.
Retention and Disposal Standards: Files are held for two years except those for advance booking charters, which are held for ten years.
PAC# = 69-116
Related to COR: CTC/ATC-125
TBS Registration Number: 000319

CTC/P-PU-015

Commercial Air Service Licence Applications

Description: The purpose of this bank is to maintain a record of commercial air service licence applications for use in granting or denying licence authorities under the *Aeronautics Act*. The bank contains applications for authority to operate a commercial air service, including interventions in support or opposition thereto. Files may contain personal information relating to the applicant or other parties of record. Since files are maintained by carrier name, an access request must specify the name of the carrier.
Class of Individuals: Applicants for licence authority and intervenors in the licensing process.
Purpose: For granting or denying licence authorities under the *Aeronautics Act*.
Retention and Disposal Standards: Files are held for ten years.
PAC# = 66-033
Related to COR: CTC/ATC-115
TBS Registration Number: 000320

CTC/P-PU-020
Passenger Manifests
Description: Lists filed by carrier name, flight number and date, origin and destination containing names of individuals booked on charter flights under provision of the Advance Booking Charter Regulations. Some lists may contain addresses of the individuals named and phone numbers.
Class of Individuals: Charter passengers.
Purpose: To verify that ticket sales are in conformity with the Advance Booking Charter Regulations.
Retention and Disposal Standards: Files are maintained for one year.
PAC# = 76-008
Related to COR: CTC/ATC-130
TBS Registration Number: 000321

Water Transport Committee

CTC/P-PU-025
Water Transport Licence Applications (Court of Record)

The purpose of this bank is to maintain a record of water carrier licence applications for use in determining licence eligibility. The bank contains applications for authority to operate a commercial water carrier service in the Great Lakes, Mackenzie River and Western Arctic regions, including interventions in support or opposition thereto. The files may also contain personal information provided in relation to licence applications. The retention period for this bank is to be established.

Motor Vehicle Transport Committee

CTC/P-PU-030
Mergers and Acquisitions

This bank contains information on proposed acquisitions of bus or truck companies; applications; contractual and financial agreements between parties; filed objections; hearing documentation, decisions and orders. Since files are maintained by name of company, an access request must specify the company name. This personal information relates to applicants. The information was obtained to allow or disallow proposed acquisitions. The retention period for this bank is to be established.

CTC/P-PU-035
Lord's Day Act Applications

This bank contains applications from motor vehicle carriers for the transportation of goods on Sundays; hearing notes and transcripts; decisions and orders pursuant to the *Lord's Day Act*. Since files are maintained by carrier name, an access request must specify the name of the carrier. This information relates to carriers who have made an application to transport goods on Sundays. This bank of information was compiled or obtained for the purpose of granting or denying authority for the transportation of goods on Sunday. The retention period for this bank is to be established. (Please note that the Supreme Court of Canada has declared that the *Lord's Day Act* has no force and effect — April 24, 1985.)

Administration

CTC/P-PU-040
Access Requests
Description: This bank contains the access request forms sent by individuals requesting access to Canadian Transport Commission information or personal information pursuant to the *Access to Information Act* and the *Privacy Act*, the replies to such requests, and information related to their processing.
Class of Individuals: Individuals who have requested access pursuant to the *Access to Information Act* or *Privacy Act*.
Purpose: The purpose of this bank is to process access requests and report on the number of access requests received annually.
Retention and Disposal Standards: Files are retained for two years.
PAC# = 85-001
TBS Registration Number: 000322

Classes of Personal Information

The general subject files of the Canadian Transport Commission contain a certain amount of personal information relating to routine correspondence and enquiries. The personal information contained in this class normally includes the name and address of the enquirer, but is neither arranged nor retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the subject and the date of the correspondence. The purpose of this bank is to maintain information relating to general correspondence and enquiries concerning the various functions of the Commission. The retention period for this class of personal information is controlled by the records schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

STANDARD BANKS

The following banks are located at headquarters.

CTC/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and

benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000323

CTC/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000324

CTC/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000325

CTC/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000326

CTC/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development

related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 000327

CTC/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000328

CTC/P-SE-907
Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 000329

CTC/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000330

CTC/P-SE-909
Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000331

CTC/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000332

CTC/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 000333

CTC/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000334

CTC/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 000335

CTC/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 000336

CTC/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and

termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000337

CTC/P-SE-916
Employee Assistance
Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000338

CTC/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 000339

CTC/P-SE-918
Affirmative Action Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.
Class of Individuals: Departmental employees.
Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.
Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 000340

CTC/P-SE-919
Personal Harassment
Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.
Consistent Uses: To support decisions on transfer and discipline of employees.
Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.
PAC# = 85-001
TBS Registration Number: 000341

THE CANADIAN WHEAT BOARD

Chapter 30

THE CANADIAN WHEAT BOARD

Background

The Canadian Wheat Board was established by the *Canadian Wheat Board Act* in 1935 to provide for the orderly marketing of wheat, and since 1949, oats and barley, produced in the area designated by the Act.

Overall Responsibilities

The Board is obliged by law to purchase wheat, oats and barley offered to it for sale by producers at an elevator or railway car and to pay an initial payment for same in accordance with the Act. The Board is then obliged to market this grain in interprovincial and international markets. The surplus proceeds received upon sale and available for distribution, are divided equitably among the producers delivering grain to the Board after the initial payment made to the producers and the Board's operation costs are deducted. The Board is also responsible for administering a delivery quota system which is designed to ensure equality of delivery opportunity among producers wishing to deliver grain for sale in interprovincial and international markets to elevators and railway cars. The Board also administers the *Prairie Grain Advance Payments Act* pursuant to which advance payments are made to producers undertaking to deliver wheat, oats and barley as quotas permit.

Access Procedures

Please address enquiries to:

Privacy Co-ordinator
The Canadian Wheat Board
P.O. Box 816
Winnipeg, Manitoba
R3C 2P5

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Country Services Division

CWB/P-PU-005
Grain Growers Payment Records

This bank contains a record of each payment made to grain growers which resulted from an increase in the price paid for grain or from the profits realized from the sale of grain by the Canadian Wheat Board. The information is maintained to control the value of payments and monitor bank cashings, lost cheques, uncashed cheques, etc. Statements are produced showing the value of payments by district(s), kind of grain, date of issuance, date of bank clearance and for other control purposes. Files are retained for seven years.

CWB/P-PU-010
Grain Growers Advance Payment Records

This bank is used to record the value of cash advances issued and refunds received from grain growers under the *Prairie Grain Advance Payments Act*. The information gathered is used to monitor the growers repayment of monies advanced. Repayment is conditional on the growers delivery and sale of grain as soon as the grower is able to do so. The information is shared with grain companies that act as agents of the Board in making and collecting cash advances. The information is summarized and controlled as required by the federal government. Files are retained for three years following the retirement of the advance payment.

CWB/P-PU-015
Grain Grower Delivery Records

This bank contains a record of each producer certificate issued to a grower by a grain company, in payment for the growers delivery of grain to the Board account. The growers delivery records are the basis for equitable distribution of profits realized from the sale of grain by the Canadian Wheat Board. The information produces statistical statements by district(s), grain company and type of grain. Files are retained for seven years.

CWB/P-PU-020
Grain Growers Permit Records

This bank is used to establish and maintain a record of each grain growers entitlement to market grain under the quota system. The permit book application information is used to monitor and record grain growers delivery and sale of grain to Board Account and verify grain growers entitlement for Cash Advances under the *Prairie Grain Advance Payments Act*. The grower's name and address are used to distribute profits realized from the sale of grain. Some of the information is shared with the Western Grain Stabilization Authority as well as the growers choice of grain company. Summary statements are produced by district(s) and type of grain for planning purposes. Files are retained for seven years.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address requests for formal access to

Co-ordinator
The Canadian Wheat Board
423 Main Street
Winnipeg, Manitoba
R3B 1B3
Telephone: (204) 949-3413

STANDARD BANKS

CWB/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments,

transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.

PAC# = 85-001

TBS Registration Number: 000309

CWB/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000310

CWB/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

PAC# = 85-001

TBS Registration Number: 000311

CWB/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.

PAC# = 85-001

TBS Registration Number: 000312

OFFICE OF THE CHIEF ELECTORAL OFFICER

Chapter 31

OFFICE OF THE CHIEF ELECTORAL OFFICER

Overall Responsibilities

Operations Branch

The branch supervises the administrative conduct of federal elections; trains federal returning officers; prepares books of instructions for election officers; applies the provisions of the Act pertaining to the eligibility of persons to vote; supervises the revision of polling division boundaries; compiles statistics and statutory reports and, as required, assists eleven electoral Boundaries Commissions in carrying out their mandate under the *Electoral Boundaries Readjustment Act* to determine the boundaries of the electoral districts assigned to each province.

Election Financing Branch

The branch examines the election expenses returns of candidates and registered political parties at federal elections, establishes the amounts to be reimbursed and arranges payments; refers to the Commissioner of Canada Elections those cases where a breach of the *Canada Elections Act* is suspected; audits and pays statements of fees and claims submitted by election officers.

Commissioner of Canada Elections

The Commissioner of Canada Elections is responsible by Statute for ensuring, under the general supervison of the Chief Electoral Officer, that the provisions of the *Canada Elections Act* are complied with and enforced.

Access Procedures

Please direct enquiries to

Privacy Co-ordinator
Office of the Chief Electoral Officer
440 Coventry Road
Ottawa, Ontario
K1A 0M6

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

CEO/P-PU-005
Election Operations

This information bank contains the names of candidates and their official agents as recorded in the candidates' nomination papers, as well as the names of the electors who sign the candidates' nomination papers; preliminary lists of electors; revision officers' record sheets; record of decisions in cases involving a person's eligibility to vote; complaints with respect to the manner in which election officers discharge their duties; personal data on individuals who are deprived of their right to vote and/or be a candidate because of a conviction under the *Canada Elections Act*. This information relates to the Canadian electorate and candidates at federal elections. It has been compiled in the preparation of voters' lists and the completion of nomination papers as required by the Act. Candidates use voters' lists during their election campaign and at polling stations to check on the right to vote of citizens. Nomination papers are public documents which can be inspected at the office of the returning officer during the election; after the election the Chief Electoral Officer retains these documents. All the election documents are retained by the Chief Electoral Officer for a period of one year following the election as required by the Act. After that year, most of those documents are sent to Public Archives; voter's lists are microfilmed.

CEO/P-PU-010
Election Financing

This information bank contains the names and addresses of candidates, official agents and auditors; the names of registered political parties; their registered agents and auditors; the election expenses returns of candidates seeking election to the House of Commons and of registered political parties; the amounts of money reimbursed to political parties and the candidates who qualify; the name and address of each election officer and other personal data; the amount of fees paid and of claims reimbursed to election officers; and the particulars of cases referred to the Commissioner of Canada Elections for investigation. This information relates to candidates, official agents, auditors, chief agents, political parties and Election officers, including returning officers, deputy returning officers, poll clerks and election clerks. This information is necessary in order to reimburse election expenses of candidates, political parties and in order to pay fees to various election officers for their services in connection with a federal election. All candidates' and registered parties' election expenses returns are turned over to Public Archives for storage when they are no longer required. Information relating to election officers is disposed of in the same manner as all other financial payment records.

CEO/P-PU-015
Files of the Commissioner of Canada Elections

This information bank houses correspondence with respect to the appointment of persons who represent the Commissioner during elections, the names of lawyers who act as counsel, and particulars of complaints alleging violations of the Act. The information in this bank is used by the Commissioner of Canada Elections, the R.C.M.P. for investigative purposes, and the Courts in deciding on the guilt or innocence of an accused person. This information relates to representatives of the Commissioner, names of lawyers acting as Counsel, and complaints and subjects of complaints. It was compiled for investigative purposes to ensure compliance with the *Canada Elections Act*. The bank's information can be used for investigations and prosecutions under the *Canada Elections Act*. Information is retained for ten years.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct enquiries concerning the following bank to the address given above.

PARTICULAR BANKS

CEO/P-PE-801
Employee Information

The bank contains information relating to the administration of superannuation, information on staffing of positions, classification of positions, appeals, grievances, appointments, appraisals, leave, pay, personal history of employees, and training. The information relates to current permanent and term employees of the Office of the Chief Electoral Officer and was compiled to maintain personal information on current and past employees for the purposes of personnel administration. The information is also used in relation to pay and benefits administration, appointments and termination of employment, transfer to other government departments, administration of the pension plan, counselling to employees, and advice to managers. Current employees' information is retained for the period of employment. For past employees, it is retained for two years.

OFFICE OF THE COMMISSIONER OF OFFICIAL LANGUAGES

Chapter 32

OFFICE OF THE COMMISSIONER OF OFFICIAL LANGUAGES

Overall Responsibilities

The terms of reference of the Office of the Commissioner of Official Languages (OCOL) are set out in the *Official Languages Act*. This legislation was passed in July 1969 and came into effect in September of that year. The terms of reference consist of ensuring recognition of the status of each of the official languages and compliance with the spirit and intent of the Act in the administration of the affairs of the institutions of Parliament and the Government of Canada. The first Commissioner took office on April 1, 1970.

The Commissioner fulfils his or her duties in three ways: he/she investigates complaints regarding matters governed by the *Official Languages Act;* he/she carries out studies, research, analyses and audits with respect to the equal status of and rights and privileges connected with the official languages; and, lastly, he/she encourages application of the Act by providing information and advice, and by working with the public as well as with federal organizations. The Commissioner's mandate encompasses the entire federal apparatus — departments, agencies, Crown corporations, and so on.

Access Procedures

Any formal requests for consultation of private information should be sent to

Privacy Co-ordinator
Office of the Commissioner of Official Languages
14th Floor
110 O'Connor Street
Ottawa, Ontario
K1A 0T8
Telephone: (613) 992-1200

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

COL/P-PU-005
Complaints and Audits
Description: Language audit working papers and complaints files document the nature, extent and scope of the linguistic audit work performed and of complaints investigated.
Class of Individuals: Individuals who file complaints with the Commissioner of Official Languages and individuals contacted by the Office regarding its investigations.
Purpose: The information in these files is to support conclusions drawn, and recommendations made by the Commissioner of Official Languages in the performance of his or her duties pursuant to the *Official Languages Act.*
Consistent Uses: In accordance with the requirements of the *Official Languages Act,* the Commissioner reports annually to Parliament on matters which he or she considers to be of significance arising out of the investigations and audits conducted in the performance of his or her statutory mandate. Every precaution is taken in these circumstances to eliminate personal information from the report involved and, in so doing, protect privacy.
Retention and Disposal Standards: Twenty years.
PAC# = 78-031
TBS Registration Number: 001261

COL/P-PU-010
Commissioner of Official Languages Information Distribution
Description: Files kept are on individuals and organizations to whom information produced by the Office of the Commissioner of Official Languages (OCOL) and pertaining to official languages issues is distributed. The specific information filed comprises: name, address, occupation, telephone number and official language preference of the individual or organization, and the information requested.
Class of Individuals: The information pertains to individuals who have requested information and to persons in positions of official language significance designated by the OCOL for receipt of information. Subcategories include: federal and provincial political representatives; public servants; official language minorities; media; libraries; educators; and interested citizens.
Purpose: For distribution, analytical and statistical purposes, files are kept on individuals and organizations who receive information produced by the OCOL, and other information pertaining to official languages in Canada in general.
Consistent Uses: This bank is used mainly for the purpose of distributing information related to official languages, with the occasional analysis and statistics being produced to support this purpose. Third party access to this bank is limited to the purposes stated herein. In the future this bank may be linked to a multiple OCOL bank of information number for more extensive evaluations.
Retention and Disposal Standards: Eleven thousand names and records are stored electronically on a permanent distribution list which is updated annually. In addition, 90,000 names of persons who have made a one-time request for information are stored on paper or electronically, and held for a three-year period.
PAC# = 78-001
TBS Registration Number: 001262

Classes of Personal Information

Policy and Liaison Program

In order to keep abreast of trends, and with a view to ensuring recognition of the status of Canada's official languages in co-operation with individuals and organizations, the branch keeps some information on those organizations and individuals with whom it is necessary for the Commissioner's office to communicate on a regular basis, to obtain or verify information having to do with minority official language rights: languages and education; federal official languages programs; and private sector initiatives in the area of official languages. At this point these files are mainly in the form of lists of names and addresses; they do not contain any personal information beyond that which is necessary to identify the person and/or organization. They are located in Ottawa and in the five regional offices — Edmonton, Winnipeg, Sudbury, Montréal and Moncton.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to the address given under Access Procedures.

PARTICULAR BANKS

The following banks are located at headquarters.

COL/P-PE-801
Complaints and Audits

Language audit working papers and complaints files document the nature, extent and scope of the linguistic audit work performed and of complaints investigated. The information in these files is to support conclusions drawn, and recommendations made by the Commissioner of Official Languages in the performance of his or her duties pursuant to the *Official Languages Act.* The Commissioner reports annually to

Parliament on matters which he or she considers to be of significance, arising out of investigations conducted in the performance of the Commissioner's statutory mandate. These papers and files are maintained for 25 years. The audits are published and are made available to the public, but the information in the files, compiled in the course of investigations of complaints, is confidential by virtue of Section 28 of the *Official Languages Act*.

COL/P-PE-802

Enquiries

For distribution, analytical and statistical purposes, files are kept on requests received for information materials produced by the Office of the Commissioner of Official Languages and for information pertaining to official languages issues in general. The specific information thus filed comprises the name and address and/or telephone number of the individual or group and the information requested. Information in a given file or set of files is kept for a lapse-time of three years. The total number given hereunder includes 11 000 names entered on a standing distribution list for OCOL information materials.

STANDARD BANKS

The following banks are located at headquarters.

COL/P-SE-901

Employee Personnel Record

Description: Proof of age, social insurance number, home address, citzenship, education, résumés, references, letters of offer, period of employment, leave without pay periods, lay-off and suspension periods, position numbers, group and level, titles and salaries, information on superannuation and insurance plans, including names of beneficiaries, employee appraisals.

Class of Individuals: Employees of the OCOL.

Purpose: To facilitate personnel administration and to make decisions on staffing, salary rates, years of continuous employment. Used for information on superannuation, insurance plans, and Canada savings bonds.

Consistent Uses: For use of other departments in the case of employee transfers; within the Office for use by the official languages section, staffing section, and classification section.

Retention and Disposal Standards: Retained for the duration of employment plus one year, after which records are transferred to the Public Archives.

PAC# = 78-001

TBS Registration Number: 001263

COL/P-SE-903

Attendance and Leave

Description: Attendance and leave information records.

Class of Individuals: Employees of the OCOL.

Purpose: To evaluate use of leave and rates of absenteeism and to support decisions on pay and benefits.

Retention and Disposal Standards: Two years after of fiscal year, after which period the records are destroyed.

PAC# = 78-001

TBS Registration Number: 001364

COL/P-SE-904

Pay and Benefits

Description: This bank contains all the information needed for the administration of pay and benefits of the staff of the Office of the Commissioner of Official Languages.

Class of Individuals: All employees of the Office of the Commissioner of Official Languages.

Purpose: To permit administration of pay and benefits of the staff: salaries, compensation, deductions, bonuses, etc. The information is used to determine salaries, statutory increase dates, leave without pay periods, entitlements and deductions.

Consistent Uses: The information may be used for purposes of audits and reconciliation of payroll accounts; within the Office, it is used in classification and staffing activities.

Retention and Disposal Standards: Retained for the duration of employment plus one year, after which contents are transferred to the employee personnel file which is transferred to the Public Archives.

PAC# = 78-001

TBS Registration Number: 001365

COL/P-SE-906

Official Languages

Description: This bank contains information pertaining to the administration of official languages policies as they affect employees of the Office of the Commissioner of Official Languages.

Class of Individuals: Employees of the Office of the Commissioner of Official Languages.

Purpose: The purpose of this bank is to provide documentation pertaining to linguistic requirements of positions, language knowledge of employees, test results, training, first official language of employees, date of birth and social insurance numbers of employees, exemptions and certificates.

Consistent Uses: Similar data are held by the Treasury Board and Public Service Commission banks, as required by the information systems.

Retention and Disposal Standards: Two years following the date of the last documentation, the records are destroyed.

PAC# = 78-001

TBS Registration Number: 001266

COL/P-SE-907

Health and Safety

Description: Includes documents relating to the control of the work environment such as regulations, complaints, investigations, reports, studies, recommendations, etc., on air conditioning, ventilation, air quality and their effects on employee health and safety.

Class of Individuals: Employees of the Office of the Commissioner of Official Languages.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in the Office of the Commissioner of Official languages.

Consistent Uses:

Retention and Disposal Standards: Three years after requirement ceases, the records are destroyed.

PAC# = 78-001

TBS Registration Number: 001267

COL/P-SE-909

Security Clearances

Description: This bank contains information pertinent to the determination of the appropriate level of security clearance for employees of the Office of the Commissioner of Official Languages, and to the issuance of security classification.

Class of Individuals: Employees of the Office of the Commissioner of Official Languages.

Purpose: To obtain a security clearance for employees whose positions require such action.
Consistent Uses: Personal information on employees who are or have been the subject of security screening in relation to their employment with the Office is transmitted to the CSIS and is kept in the Security Reliability Clearance Records bank.
Retention and Disposal Standards: Two years after an employee leaves the Office of the Commissioner of Official Languages, the records are destroyed.
PAC# = 78-001
TBS Registration Number: 001268

COL/P-SE-910
Grievances
Description: The bank was designed to contain presentations by employees and bargaining representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; and investigation and analysis reports.
Class of Individuals: Employees of the Office of the Commissioner of Official Languages.
Purpose: To record information used in the grievance process up to the level of the Public Staff Relations Board, when required.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and resolve grievances through all levels in the grievance process up to referral, when required, to the Public Service Staff Relations Board (PSSRB).
Retention and Disposal Standards: The records are destroyed three years following date of resolution or date of decision by the Public Service Staff Relations Board.
PAC# = 78-001
TBS Registration Number: 001269

COL/P-SE-911
Discipline
Description: This bank contains notices of disciplinary action and correspondence about employees misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. Notices of disciplinary action may be attached to the employee personnel record.
Class of Individuals: Employees of the Office of the Commissioner of official Languages.
Purpose: To determine whether disciplinary measures need to be taken and, when required, determine the nature of these measures. When the need arises, to support decisions on transfers, promotions, discipline and termination of employment.
Consistent Uses: To determine the need for and nature of disciplinary actions.
Retention and Disposal Standards: Five years for cases where the employee has been found guilty of misconduct, and three years for cases where the employee has been found not guilty. For notices of disciplinary action, the time limit is that specified in applicable collective agreements.
PAC# = 78-001
TBS Registration Number: 001270

COL/P-SE-913
Travel and Relocation
Description: This bank contains information regarding travel and relocation of employees and includes information on authorizations, advances, claims, receipts, travel arrangements and itineraries, as well as correspondence concerning travel and relocation of employees.
Class of Individuals: Employees who travel for the Office of the Commissioner of Official Languages and employees who are relocated.
Purpose: The information was compiled for the purpose of keeping a record of all travels and relocations and to administer the functions concerned.
Retention and Disposal Standards: Six years following the fiscal year during which the settlement of the travel of relocation claim occurred, the records are destroyed.
PAC# = 78-001
TBS Registration Number: 001271

COL/P-SE-914
Parking
Description: The bank contains a list of parking permit holders, internal policies for assigning parking space and parking permit requests.
Class of Individuals: Employees of the Office of the Commissioner of Official Languages.
Purpose: Control of parking permit allocations.
Retention and Disposal Standards: Six months after the permit expires, after which the records are destroyed.
PAC# = 78-001
TBS Registration Number: 001272

COL/P-SE-915
Conflict of Interest and Post-Employment Code
Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 78-001
TBS Registration Number: 001273

COL/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains identity card requests, photographs and forms that include names and social insurance numbers.
Class of Individuals: Employees of the Office of the Commissioner of Official Languages.
Purpose: Maintain information relating to the issuance of identification and building-pass cards.
Retention and Disposal Standards: Two years after expiry of identification and building-pass cards, the records are destroyed.
PAC# = 78-001
TBS Registration Number: 001274

DEPARTMENT OF COMMUNICATIONS

Chapter 33

DEPARTMENT OF COMMUNICATIONS

Background

The role of the Department of Communications is to encourage the growth of national and international telecommunications, broadcasting networks and facilities, and to anticipate and plan for change by conducting research into communications and space technology. It manages and regulates the airwaves, ensuring the efficient use of the radio spectrum. In recognition of the increasingly close link between culture and communications, the Department was given responsibility in 1980 for the federal government's arts and culture program, and for a number of cultural agencies.

Access Procedures

Please address any enquiries to

Co-ordinator
Access to Information and Privacy
Room 404, North Tower
Journal Building
300 Slater
Ottawa, Ontario
K1A 0C8
Telephone: (613) 990-4131

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Spectrum Management Sector

DOC/P-PU-005
Radio Operator Certificate Bank

This bank contains a listing by name of amateur and professional radio operators. It may contain operator examination results, citizenship, date and place of birth, class of certificate, certificate number and the date of issuance of the certificate. It may also contain a physical description of the certificate holder. This information relates to radio operators. Information was obtained in order to establish eligibility for radio operator certificates and to maintain a list of amateur and professional radio operators holding certificates of proficiency for the appropriate type of service. For amateurs, files are retained two years after the license is invalid, for professionals — 20 years (five active and fifteen dormant). Operators examination results are retained five years (active for two and dormant for three). Radio Operator Certificate records are retained for 20 years (active for five and dormant for fifteen).

DOC/P-PU-010
Radio Station Licensing Data Bank

This bank contains non-broadcasting radio station licensing information, derived from applications submitted by applicants for radio station licences. It contains information such as radio frequencies, call signs, emissions, station location and personal data of applicants. This information relates to holders of radio licences. Information was obtained in order to licence and control the use of all non-broadcasting radio station systems in Canada for the planning and management of the radio frequency spectrum. In particular, this bank is used in the frequency selection process for new or existing stations and in associated electromagnetic compatibility studies. It also provides information needed for the identification of sources of interstation interference, policy formulation, and frequency utilization study purposes. The licensee and licence fee accounting information is used as a basis for the collection of annual licence renewal fees. Information such as names and addresses of licensees, assigned radio frequencies, call signs, emissions, bandwidth and power is provided to selected government bodies, persons or companies in connection with frequency co-ordination procedures for station or system planning, for reference or for similar purposes. Part of this information is shared with the following organizations, agencies and government departments: the Department of Transport for licensing information on the invoicing of ship board radio traffic; the Canadian Coast Guard, to ascertain whether a vessel has a valid radio equipment licence prior to placing telephone calls or passing traffic; a call sign and or name is provided to the Search and Rescue Co-ordination Centre so that vessel/aircraft routes may be established to facilitate the location of lost vessels or aircraft; various agencies and organizations in Canada and the U.S. for co-ordination of frequencies and system parameters; Amateur and General Radio Service (GRS) organizations for membership surveys and drives; publishers of the Radio Amateur Call Book (Canada and the U.S.) for the name, address, level of certificate and call sign for the purpose of pursuing activities related to amateur radio; law enforcement agencies for investigations relating to offences under the *Radio Act;* organizations providing radio services to the public in order to establish that their clientele is licensed; equipment suppliers to facilitate the commissioning of their clients' communications systems; and the Department of Transport, National Defence and other organizations to provide information on privately operated non-directional navigation beacons in the interest of safety.

DOC/P-PU-015
Complaints and Suppressions — Interference

This bank contains records pertaining to the investigation of complaints and recommended actions for suppression of radio interference. Each file contains the complainant's name and address and the nature of the complaint. Information was obtained to document the manner in which complaints are handled and to provide management with information and technical statistics of radio interference complaints. Only the technical information is released to the Canadian Standards Association and Comité Internationale de Standardisation des Perturbations de Radio as per international arrangements. These records are retained for 10 years (active for three and dormant for seven years).

DOC/P-PU-020
Prosecutions — Illegal Radio Installations

This bank holds records pertaining to prosecution for illegal radio installations. It contains the name and address of the individual or firm being prosecuted and the nature of the violation. This information relates to persons being prosecuted for *Radio Act* offences. Information is collected in order to obtain authority to initiate legal actions. The information is shared with police agencies for the purpose of *Radio Act* prosecutions. Records in this bank are retained for 10 years (active for five and dormant for five years).

Corporate Management Sector

DOC/P-PU-025
Applications for Employment
Description: This bank contains applications for employment with the Department. These requests usually consist of a letter and curriculum vitae. Applications are examined and considered for available or future positions.
Class of Individuals: General public.
Purpose: This information was not solicited but was provided voluntarily by individuals seeking employment with the Department.

Retention and Disposal Standards: These records are retained in the Department for one year, then destroyed.
PAC# = 78-001
TBS Registration Number: 001177

DOC/P-PU-030
Applications for Personal Service Contracts
Description: This bank contains applications from individuals seeking consideration for contractual arrangements with the Department. It may contain personal characteristics, professional qualifications and assessments of the individuals' work.
Class of Individuals: General public.
Purpose: This information was not solicited, and was provided voluntarily by individuals seeking contractual arrangements with the Department.
Retention and Disposal Standards: These records are kept in the Department for two years (active for two — dormant for four).
PAC# = 78-001
TBS Registration Number: 001178

DOC/P-PU-035
Access to Information and Privacy Request Data Bank

This bank contains the access to information and personal information request forms sent by individuals requesting access to departmental files, the replies to such requests and information related to their processing. It is used for processing requests only, and to report on the number of access and personal information requests received annually. The information was obtained in accordance with the *Access to Information Act* in order to facilitate the provision of access to departmental records. The information is used to produce the annual report to Parliament and quarterly reports to Treasury Board. It may also be requested through the *Access to Information Act* by the general public. In all cases, personal information is consistently protected. These records are retained for two years, and then forwarded to Federal Archives.

DOC/P-PU-040
Telecommunications
Description: This bank contains information regarding telecommunication equipment and services, long distance usage, telecommunication service orders, location of equipment and services, and the cost associated with this equipment and services. It includes lists of employees who are authorized to use long distance call codes for the government network. It also includes call detail recording information for all long distance calls placed from government telephones, or using governmental authorization codes, including originating number, number dialed, time call started, time call ended, duration of call, long distance route, and whether call was placed during business hours. Telephone numbers dialed may include any member of the general public who might be called by a government employee or from a government telephone. Since many government telephone numbers are identified with specific employees, the call patterns and numbers dialed may reveal information about a specific government employee.
Class of Individuals: Employees of the Department.
Purpose: The information is compiled in order to facilitate telecommunications management and the control of usage and accounting information.
Consistent Uses: This information is used for expenditure forecasting and control, and day-to-day telecommunications management.
Retention and Disposal Standards: These records are kept for three years, then destroyed.
PAC# = 78-001
TBS Registration Number: 001179

DOC/P-PU-045
Accounts Payable
Description: This bank contains information on all monetary transactions between the Department and parties requesting settlement of an account.
Class of Individuals: Private sector.
Purpose: This information is used to account for all monies paid to individuals or businesses and to authorize payments.
Retention and Disposal Standards: Information is retained for six years.
PAC# = 78-001
TBS Registration Number: 001180

DOC/P-PU-050
Unsolicited Proposals
Description: The Department receives a wide variety of unsolicited proposals for projects. In those cases where a contract is awarded, the information is forwarded to the Accounts Payable personal information bank. In many cases, when funds are not available to entertain the proposal, the submission is retained in case funding should become available. Unsuccessful bids in response to a request for proposal may also be retained in case additional requirements arise. Submissions may contain names, addresses, resumés, and original ideas of the applicants.
Class of Individuals: General public, scientific community, arts community.
Purpose: Information was provided in order to facilitate the evaluation of proposals for funding, research grants and contracts, field trials, or cultural activities.
Consistent Uses: Submissions may be forwarded with permission to other departments or agencies which may be interested.
Retention and Disposal Standards: Records in this bank are retained for six years after completion and non-renewal (active for two — dormant for four).
PAC# = 78-001
TBS Registration Number: 001181

International Relations

DOC/P-PU-055
CNO/CCI Membership Lists

This bank is a computerized listing of Canadian members in the CNO/CCI (Canadian National Organization for the International Consultative Committees) and national study groups. The CCIs are technical consultative committees of the International Telecommunication Union. This information relates to the public and private sector individuals who participate in the CNO/CCI. This bank was compiled to maintain up-to-date membership lists of CNO/CCI committees and national study groups for mailing purposes. This file may be used in order to distribute the CNO/CCI manual and CCIR/CCITT study group documents, and correspondence. Records are retained for 15 years (active for five — dormant for ten).

DOC/P-PU-060
ITU Headquarters and Field Staffing Data Bank

This bank contains applications and curricula vitae sent by individuals seeking employment in the International Telcommunications Union (ITU). In some cases, the applications are submitted to the ITU and copies are retained on file. In other cases where the applications are not forwarded to the ITU, they are kept in an inventory for possible future submission to the ITU. This information relates to the public with specialized knowledge of telecommunications. All applications for employment at the ITU are channelled through the International Relations Branch of the Department for transmission to the Public

Service Commission, External Affairs and, ultimately the ITU. The information is used, at the request of the applicants, for position application purposes. If requested by the general public through the *Access to Information Act*, personal information is protected. These records are retained for 15 years (active for five — dormant for ten), then forwarded to Federal Archives for selective retention.

DOC/P-PU-065
Unpaid Telephone Accounts

This file contains information on subscribers of foreign telephone companies who have moved to Canada, leaving behind unpaid telephone accounts. The same situation applies to Canadian telephone company customers who have moved out of Canada. All of this is done under CCITT Recommendation D173, of the International Telecommunication Union. This information relates to customers of Canadian and foreign telephone companies who have left unpaid telephone accounts. In the case of Canadian customers having left Canada, this bank is compiled to try to collect the money owing to the respective Canadian telephone companies. For overseas customers who are now residing in Canada, it is used to try to contact them and, if successful, suggest that they pay the outstanding amounts. In the case of Canadian customers, letters are sent to the foreign administrations seeking their help in collecting the account. Addresses are given if available, or telephone numbers to which long distance calls have been made. For overseas customers living in Canada, a registered letter is sent to them suggesting that they pay the outstanding amount to the foreign administration. If more convenient for them, they can send it to the Department here and it is then sent to the respective foreign administration. These records are retained for 15 years (active for five — dormant for ten), then destroyed.

DOC/P-PU-070
Telephone Call Detail Information (New)

This bank contains details of all commercial long distance calls and government intercity network calls placed from government telephones which are provided as part of GTA's Local Shared Service and all calls placed on the GTA intercity network using government authorization codes. For calls orginating from GTA Local Shares Service telephones, the information includes the originating number, the number dialed, the intercity route taken, the date and time the call started and the duration of the call. For calls placed using authorization codes, the authorization code is added to the above information and the originating number will be replaced by an incoming trunk number. Telephone numbers dialed may include any telephone which is accessible on the commercial long distance network, the government intercity network or other dedicated departmental networks. People placing the calls include government employees, anyone who subscribes to GTA Local Shared Service, and anyone having access to a GTA-provided telephone. This includes Members of the House of Commons, Senators and their staffs; employees of agencies and Crown corporations included under Schedules A and B of the *Financial Administration Act*. Since many of the GTA-provided Local Shared Service Telephone numbers can be identified with a specific individual and call authorization codes are assigned to a specific individual by departments, the calling patterns and numbers dialed may reveal information about that individual. It can also reveal information about calls to a third party. GTA does not maintain in the call-detail files either the names to whom telephone numbers have been assigned or a list of which individuals have been assigned specific call authorization codes. Maintenance of this information, if necessary, is the responsibility of the department/agency which pays for the usage charges. GTA does maintain a separate directory database which is public knowledge and is published in government telephone directories either semi-annually or annually. The information is collected and processed to provide a basis for the billing of government departments/agencies for the charges incurred by GTA in providing the government intercity network; to provide particulars needed by departments/agencies to manage and control their use of GTA-provided network facilities and the resulting costs; to allow GTA to monitor, manage, control, forecast and plan the government intercity network. It is also used to monitor the performance of the network so that GTA can judge whether value has been received from the suppliers of the network. The information is provided to all GTA regional offices and to all government department/agency telecommunications officers or their authorized representatives so that they may manage and control their organization's use of the GTA intercity network, further allocate the costs within their department and ensure that the intercity network facilities are being used appropriately. Retention period for records in this bank is yet to be determined.

Classes of Personal Information

Telecommunications and Informatics Sector

Behavioural Research

This bank contains reports, studies, field trial evaluations, surveys, and interviews involving individual reactions, views and opinions related to the intellectual, creative and productive capabilities of human beings in information communication and related processes, especially human perceptual and cognitive processes, human behaviour and the interaction between people and communications technology. The reports themselves, published or unpublished, reflect collective human behaviour and not personal information about an individual. Personal information may be obtained in the process of preparing a report, to establish the identity and credibility of the source. This information is not used for administrative purposes and is not arranged by or retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the report involved. The retention of information depends on the length of time it is needed for related research. It is active for the fiscal years in which the project is active; otherwise, it is active for the current fiscal year; thereafter it is inactive but retrievable for the next two years, after which it is transferred to the Public Archives. (See also Access to Information Register: DOC/REI-155).

International Collaboration Assistance Fund for Research on New Information Technologies

The purpose of this bank is to maintain a record of those individuals from both public and private organizations seeking consideration for contractual arrangements with the Department. It contains personal characteristics, professional qualifications and assessments, etc. The bank is used to select individuals for contract work. Records are retained for two years, and kept in the working files.

The University Research Program

The purpose of this bank is to maintain a record of those individuals from universities seeking consideration for contractual arrangements with the Department. It contains personal characteristics, professional qualifications and assessments, etc. The bank is used to select individuals and universities for contract work. Records are retained for two years, and kept in the working files.

Cultural Affairs and Broadcasting Sector

Canadian Film and Videotape Certification

This class of documents contains personal information pertaining to the creative personnel employed in productions which have been submitted for certification to determine the eligibility of the production for the capital cost allowance program. It contains names, addresses, citizenship and remuneration paid. Information is not filed by personal identifier, but is filed with application forms for the production. Files are retained for five years and then transferred to Federal Archives for selective retention. (See also Access to Information Register: DOC/ACF-255).

Cultural Initiatives Program

This class of personal information contains applications and supporting documentation submitted by cultural organizations seeking financial assistance for their activities. These documents may contain personal information pertaining to the directors and officers of cultural organizations including names, addresses and earnings. As well, the curricula vitae of participants and/or expert advisors to the proposed activity may be held on file. This information is not filed by personal identifier, but rather by cultural organization or activity title. This information was compiled to assess applications for funding of special projects under the program including management development projects, capital projects and special events such as festivals or conferences, etc. Records are retained for seven years, then transferred to Federal Archives for selective retention.

Book Publishing Development Program

This class of documents contains separate files for each application for funding under the Canadian Book Publishing Development Program (CBPDP). Files contain information about the corporate and financial status of the book publishers or industry groups involved. Personal information retained could include citizenship, nationality and other personal and financial information of company presidents, vice-presidents, and shareholders. The information is used to determine eligibility for funding under the CBPDP. Files are retained for seven years and are then forwarded to Federal Archives for selective retention. (See also Access to Information Register: DOC/PPP-250).

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to

Privacy Co-ordinator
Department of Communications
Room 404, North Tower
Journal Building
300 Slater Street
Ottawa, Ontario
K1A 0C8
Telephone: (613) 990-4131

STANDARD BANKS

The following banks are located at headquarters and in the regions.

DOC/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 001182

DOC/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and

human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001183

DOC/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001184

DOC/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 001185

DOC/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 001186

DOC/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001187

DOC/P-SE-907

Occupational Health and Safety

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.

PAC# = 85-001

TBS Registration Number: 001188

DOC/P-SE-908

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.

Consistent Uses: To determine liability for such accidents and to approve damage settlements.

Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001189

DOC/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001190

DOC/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001191

DOC/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where

a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 001192

DOC/P-SE-912
Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001193

DOC/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 001194

DOC/P-SE-914
Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 001195

DOC/P-SE-915
Conflict of Interest and Post-Employment Code
Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001196

DOC/P-SE-916
Employee Assistance
Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001197

DOC/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 001198

DOC/P-SE-918
Affirmative Action Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.
Class of Individuals: Departmental employees.
Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.
Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 001199

DOC/P-SE-919
Personal Harassment
Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.
Consistent Uses: To support decisions on transfer and discipline of employees.
Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.
PAC# = 85-001
TBS Registration Number: 001200

OFFICE OF THE COMPTROLLER GENERAL

Chapter 34

OFFICE OF THE COMPTROLLER GENERAL

Background

The position of Comptroller General of Canada was created by Bill C-10, an amendment to the *Financial Administration Act* on June 30, 1978. The Comptroller General reports to the President of the Treasury Board. The role of the Office of the Comptroller General (OCG) is to see to the establishment of sound management practices in the federal government.

OCG officials work with program managers and functional specialists in departments to establish policy and to give advice on management practices, particularly in such areas as financial administration, operational planning and control, internal audit, and program evaluation.

The Office of the Comptroller General has three branches and a small planning and co-ordinating staff support unit.

Access Procedures

Please address enquiries to

Access to Information and Privacy Co-ordinator
Office of the Comptroller General of Canada
Place Bell Canada
20th Floor North East
160 Elgin Street
Ottawa, Ontario
K1A 1E4
Telephone: (613) 993-6480

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

OCG/P-PU-005
Applications for Employment

This bank serves as a reference for any applications received requesting employment with the Office of the Comptroller General. These requests usually consist of a letter containing such information as name, address, education and experience. These applications are screened if positions become available. The information relates to individuals requesting employment with the Office of the Comptroller General and is used for reference when positions become vacant. The bank is used to store information on individuals requesting employment with the Office of the Comptroller General. Records are retained for two years and then destroyed.

OCG/P-PU-010
Personal Service Contracts

This bank contains the contracts placed, types of services rendered, length of contracts and money expended. It also contains the actual contracts and supporting documents. The bank is used for accounting, reference and statistical purposes. Files are retained for six years and then destroyed.

OCG/P-PU-015
Access Requests

This bank contains requests under the *Access to Information Act* submitted by individuals to access records under the control of the Office of the Comptroller General, the replies to such requests, and any other information relevant to the processing of the requests. This bank is used to process requests and for research and statistical purposes.

OCG/P-PU-020
Privacy Act Requests

This bank contains requests submitted under the *Privacy Act*, the replies to such requests and any other information relevant to the processing of the requests. The information relates to individuals requesting access to certain documents or files of the Office of the Comptroller General. The bank is used to process requests and for research and statistical purposes.

Classes of Personal Information

In the course of conducting the program and activities of the Office of the Comptroller General of Canada, categories of personal information may be accumulated which are stored as part of the general subject files (e.g. Committee of Senior Officials (COSO), Human Resources Skills Development, and Improvement of Management Practices and Controls), where records are not normally retrieved by name of individual or other personal identifier.

This form of personal information is normally retrievable only if further information is provided concerning a specific activity. The retention period for these classes of personal information is controlled by the record schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to the Privacy Co-ordinator at the address given under Access Procedures.

STANDARD BANKS

OCG/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification;

professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

PAC# = 85-001

TBS Registration Number: 001516

OCG/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The bank provides a record of the information used in staffing positions in a government institution.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001517

OCG/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001518

OCG/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

PAC# = 85-001

TBS Registration Number: 001519

OCG/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private

organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 001520

OCG/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001521

OCG/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001522

OCG/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001523

OCG/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses, legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 001524

OCF/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information

regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001525

OCG/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 001526

OCG/P-SE-914
Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 001527

OCG/P-SE-915
Conflict of Interest and Post-Employment Code
Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001528

OCG/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 001529

OCG/P-SE-918
Affirmative Action Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.
Class of Individuals: Departmental employees.
Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.
Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and

to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.

PAC# = 85-001

TBS Registration Number: 001708

OCG/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.

PAC# = 85-001

TBS Registration Number: 001709

DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

Chapter 35

DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

Overall Responsibilities

The Department of Consumer and Corporate Affairs was created in 1967 to bring together, as much as was practical, federal law governing the marketplace.

The Department is organized into four bureaus: Consumer Affairs, Competition Policy, Policy Co-ordination and Corporate Affairs. The Department is also responsible for the administration of the Metric Conversion Program and the UFFI Assistance Program.

The Bureau of Consumer Affairs promotes and protects the consumer interest in the marketplace, thus contributing to the viability and integrity of the market economy. The bureau also promotes and protects the consumer interest through consumer information, advocacy within government and with industry, and by financial and technical support of consumer groups.

The Bureau of Competition Policy administers the *Combines Investigation Act*, which is intended to maintain a competitive market system, promoting increased efficiency in the economy and fairness in the marketplace.

The Bureau of Policy Co-ordination is responsible for conducting research, policy analysis, evaluation and communication activities as well as liaison with external organizations in the area of consumer and corporate affairs. It also incorporates the metric office.

The Bureau of Corporate Affairs seeks to provide a legal framework for the orderly conduct of business. It develops federal commercial institutions through incorporation, regulates bankruptcy proceedings for insolvent companies and individuals, and licences and supervises trustees in bankruptcy. It also encourages invention, innovation and creativity in Canada through granting exclusive property rights for inventions (patents), trademarks, industrial designs and copyright of original literary, dramatic, musical and artistic works.

The Metric Commission of Canada, established in 1971 for the purpose of advising the Minister on plans for conversion to the metric system in Canada, was abolished as of March 31, 1985. The metric office of the Bureau of Policy Co-ordination was created to follow up on the work of the commission and to assume the various tasks involved in completing metric conversion in Canada.

The Urea Formaldehyde Foam Insulation (UFFI) Information and Co-ordination Centre was created in June, 1981, to administer the technical and financial assistance program for homeowners with UFFI.

Access Procedures

Please direct all enquiries to:

Access to Information and Privacy Co-ordinator
Departmental Secretariat
Consumer and Corporate Affairs
23rd Floor, Zone 1
Place du Portage, Phase I
50 Victoria Street
Hull, Québec
K1A 0C9

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Departmental Secretariat

CCA/P-PU-005
Request for Access to a Record

This bank contains request forms for access to a record received by the Department, answers to those requests, and information relative to their processing. Those requests can be identified by the name of the applicant and a reference number. The bank is used in answering access to information and access to personal information requests and statistics from the bank are used in preparing the annual report, according to the *Access to Information Act* and the *Privacy Act*, giving the number and nature of requests received. The files are arranged in numerical order and classified alphabetically on a card index. Records are retained for a period of two years at headquarters.

Finance and Administration Directorate

CCA/P-PU-010
Deposit Trust Files
Description: This bank contains information relating to individuals or firms who are regular users of departmental services.
Class of Individuals: General public and enterprises.
Purpose: This bank serves as an accounting record for those individuals and firms who wish to prepay for services provided by the Department.
Consistent Uses: This bank is also used to determine whether sufficient funds are available before a service is rendered.
Retention and Disposal Standards: The files are arranged in numerical order by account number, which is necessary to access this information. Records are retained for six years at headquarters.
PAC# = 78-001
TBS Registration Number: 000118

CCA/P-PU-015
Payments to Contractors — General
Description: This bank contains curricula vitae and agreements for individuals under contract.
Class of Individuals: General public.
Purpose: This bank serves as a record of pay and benefits to individuals employed on a personal service contract.
Consistent Uses: This bank is also used for post-audits by the Auditor General.
Retention and Disposal Standards: These records are arranged in numerical order and are retained for six years at headquarters.
PAC# = 78-001
TBS Registration Number: 000119

Bureau of Consumer Affairs

Management Services Branch

CCA/P-PU-020
Claims By and Against the Crown (Motor Vehicle Accidents)
Description: This bank contains police reports of accidents, supervisor's reports of accidents, statements by departmental employees on the accidents, and Department of Justice decisions on liability.
Class of Individuals: General public and employees.
Purpose: To house all relevant data on accidents to determine liability and make settlements.
Consistent Uses: Information is also used for the purpose of analysis to determine common recurrent causes of accidents and initiate corrective training programs.
Retention and Disposal Standards: Records are retained for two

years in the five regional offices after settlement of claims.
PAC# = 78-001
TBS Registration Number: 000120

Product Safety Branch

CCA/P-PU-025
Canadian Accident Injury Reporting and Evaluation (CAIRE)

This bank was established to assist in the setting of priorities within the Product Safety Branch. It includes the individual's chart number, name of hospital, age of victim, admittance date, number of hospitalized days, injury nature and cause, place of occurrence, and disposition. This bank is used for internal and external data retrievals and regular publications. The individual's chart number is required to access the information. The files are arranged by product code and are retained at headquarters.

Bureau of Corporate Affairs

Bankruptcy Branch

CCA/P-PU-030
Central Registry Information System
Description: This bank is the master index of all bankruptcy proceedings in Canada. The information content, which is a matter of public record, includes personal or business characteristics such as names and addresses, assets and liabilities, name of bankruptcy trustee, dates of the first meeting of creditors, dates of the bankrupt person's and the estate trustees' discharges, and the dividends paid on the bankruptcy. Also included are the names of officers and/or directors of bankrupt companies.
Class of Individuals: General public.
Purpose: This bank is used to facilitate the regulatory control of the bankruptcy process and for trustee audit purposes.
Retention and Disposal Standards: The files are arranged alphabetically by individual name and numerically by numbered corporations. The system is accessible through any of the 15 Bankruptcy Branch offices across Canada where records relating to all bankruptcy proceedings reported since 1976 are retained on microfiche; all records relating back to 1923 are held in card files located in the Bankruptcy Branch head office in Hull, Québec.
PAC# = M33-76
Related to COR: CCA/COA-085
TBS Registration Number: 000121

CCA/P-PU-035
Bankruptcy Detection/Investigation Files
Description: The content of this bank includes the name of the person being complained against or investigated, the initial complaint or the detection assignment, RCMP investigation reports, investigation results, court decisions, and the fines or jail terms imposed. The name and the special investigation number are needed to access this information.
Class of Individuals: General public.
Purpose: The purpose of this bank is to facilitate the monitoring of the relative propriety of all proceedings under the *Bankruptcy Act* both before and after the declaration of bankruptcy.
Consistent Uses: The bank is used to monitor the progress, results and backlogs of complaint and detection assignments undertaken by bankruptcy branch personnel, and investigations carried out by the Royal Canadian Mounted Police under the authority of the *Bankruptcy Act*.
Retention and Disposal Standards: Information will be available until the end of the program. Records of closed investigations are microfilmed and retained in alphabetical and numerical order at headquarters with a copy kept in the field office where the investigation took place. Microfiche are kept 20 years after investigation has closed.
PAC# = M19-84
Related to COR: CCA/COA-085
TBS Registration Number: 000122

CCA/P-PU-040
Trustees in Bankruptcy
Description: This bank contains a record of the initial issue of a trustee license, the renewal and extension of the license, any restrictions applied to the trustee license and any removal of license. The information content of this bank includes the personal history of each trustee relating to his/her education financial portfolio, professional status, and character enquiries made prior to the issuance of a license.
Class of Individuals: Bankruptcy trustees.
Purpose: The purpose of this bank is to provide a repository for data used for the licensing of trustees in bankruptcy.
Consistent Uses: The information content of this bank is used to assess the qualifications of all applicant trustees.
Retention and Disposal Standards: These records are retained in the Department headquarters for 25 years. Information will be available until the end of the program.
PAC# = 78-005
Related to COR: CCA/COA-085
TBS Registration Number: 000123

CCA/P-PU-045
Bankruptcy Estate Control Files
Description: Each file contains information relating to the assignment into bankruptcy, or the affidavit of execution of assignment, or the proposal or receiving order, as the case may be; certificate of official receiver of appointment of trustee, the statement of affairs, the examination by the official receiver, minutes of the first meeting of administration, any bond files pursuant to Section 12 of the *Bankruptcy Act*, certificates or orders issued by the official receiver and/or the court, minutes of inspectors' meetings, statement of receipts and disbursements and any correspondence relating to the estate. The individual's name and file number is required to access this information.
Class of Individuals: General public and bankruptcy trustees.
Purpose: These files contain information necessary for the proper administration of all estates under the *Bankruptcy Act*.
Consistent Uses: The files are arranged by the bankruptcy estate control number and are used as a source of information for the central registry information system.
Retention and Disposal Standards: Records are kept for varying periods of time up to 21 years after the trustee discharge.
PAC# = 78-005
Related to COR: CCA/COA-085
TBS Registration Number: 000124

CCA/P-PU-050
Retired/Rejected Applications
Description: This bank is a decentralized repository for all applications for the referral of consumer bankruptcy applicants to private sector trustees for bankruptcy services that have not been acted upon for one reason or another.
Class of Individuals: General public.
Purpose: This information is retained only at the office to which the application was made, as a means of facilitating efficient service to an applicant should a change in his or her situation warrant the provision of bankruptcy services at a later date. The name of the individual is required to access this information.
Retention and Disposal Standards: The applications are filed

alphabetically. These applications are regarded as being confidential and are destroyed within a two year period, in accordance with an established document destruction schedule.
PAC# = 78-005
Related to COR: CCA/COA-085
TBS Registration Number: 000125

Patent Office

The following files are held at headquarters only.

CCA/P-PU-055
Inventor and Applicant Index

This bank contains an exhaustive inventory of inventors who have applied for patents under the patent program. Records in the bank are filed in alphabetical order and contain the name of inventors and applicants, the title of the invention, application serial numbers, and the filing date. The derivative use of the bank is to search for prior art and corresponding applications for foreign patents when new applications are received. The individual or applicant name is required to access this information. This bank will continue to be of operational use until such time as the program ceases to exist. These records are retained for 17 years and then transferred to the Public Archives of Canada.

CCA/P-PU-060
Inventor, Assignee and Patentee Index Cards
Description: This bank contains an inventory of names of individuals or companies who have either invented, acquired by assignment, or been granted patents of inventions under the patent program. The information content includes names of inventors, assignees, or patentees; titles of the inventions; patent serial numbers and assignment registration numbers.
Class of Individuals: General public.
Purpose: This bank constitutes a complete inventory of names of individuals or companies who have either invented, acquired by assignment or been granted patents under the patents program.
Consistent Uses: The derivative use of this bank is to verify patent numbers of individuals or companies.
Retention and Disposal Standards: Records in this bank are retained at headquarters. Retention period submitted for approval.
PAC# = M15-71
Related to COR: CCA/COA-100
TBS Registration Number: 000126

CCA/P-PU-065
Register of Patent Agents

This bank was established to maintain an alphabetical index record of all persons registered to practice before the Canadian patent office. It includes the names of registered patent agents, their addresses, and the number under which they are registered to practice before the patent office. The bank is primarily used for official purposes by the patent office to record those persons officially recognized to practice before it. These records are arranged alphabetically and retained at headquarters.

CCA/P-PU-070
Patent Agent Records

This bank, established under the patent program, contains histories of all persons registered to practice before the Canadian patent office. Contents include application documents supported by such personal data as education and work experience, other qualifications, patent examination results and other related correspondence. The bank is used to provide an official historical record of all registered patent agents. These records are arranged in numerical order by registration number and are retained at headquarters.

Copyright and Industrial Design Office

CCA/P-PU-075
Copyright Name Index
Description: This bank consists of index cards containing the name and address of the applicant, the title and nature of the work for which registration of copyright is being requested, the date on which the application was filed and the application number.
Class of Individuals: General public.
Purpose: This bank, established under the *Copyright Act*, provides access to the copyright register by applicant name.
Consistent Uses:
Retention and Disposal Standards: This information bank contains copyright registration from 1841 to date and is retained at headquarters.
PAC# = 78-005
Related to COR: CCA/COA-095
TBS Registration Number: 000127

CCA/P-PU-080
Industrial Design Name Index

This bank, established for the industrial design program, provides access to the industrial design registration index. It contains the registrant's name, application number, address, title of design, design registration number and date of registration. The individual's name and address are required to access this information. This bank contains industrial design registrations from 1861 to date arranged alphabetically by name, and is retained at headquarters.

CCA/P-PU-085
Timber Mark Name Index

This bank, established for the timber marking program, contains the registrant's name, address, file number and a drawing of the mark. The individual's name is required to access this information. This bank will continue to be of operational use until such time as the program ceases to exist. The information in this bank is arranged alphabetically by name and is retained at headquarters for 50 years.

Trade Marks Office

CCA/P-PU-090
Register of Trade Marks Agents
Description: Since 1954, the Trade Marks Branch has maintained a register of trade marks agents. This bank contains registration numbers, names, addresses, nationalities and dates, and is arranged alphabetically.
Class of Individuals: General public and trademark agents.
Purpose: This register serves to verify registration and provide addresses for correspondence.
Consistent Uses: The bank serves as an official historical file on trade mark agents. The agent's registration number or name is required to access this information.
Retention and Disposal Standards: These records are retained for two years after the last date of correspondance upon failure to register.
PAC# = 78-005
Related to COR: CCA/COA-105
TBS Registration Number: 000128

CCA/P-PU-091
Trade Mark Information System (New)

Trade Mark Information System contains a summary of the information about registered trade marks at the time they were registered and any change to that information that occurred or occurs after registration. This bank contains names and addresses of Trade Mark owners. It relates to members of the general public. The data was collected in order to maintain a record of tombstone information relating to all registered trade marks for use by the general public as well as in-house staff. In accordance with the provisions of section 26 of the *Trade Marks Act*, the Department is required to maintain a complete Trade Mark Register.

Urea Formaldehyde Foam Insulation (UFFI) — Information Centre

CCA/P-PU-095
Application Request Files

This bank was established under the UFFI Assistance Program and is used to send out UFFI assistance applications. The computer files contain the names and addresses of individuals who have requested information bulletins or application forms, and are maintained in surname sequence at headquarters. The individual's name is required to access this information. Records will be retained for a period of time yet to be defined.

CCA/P-PU-100
UFFI Contractors File

This bank was established under the contractor registration program and is used to supply Canada Mortgage and Housing Corporation and UFFI homeowners with lists of registered contractors. Each record contains the name, address, contractor identification number (if applicable), and status showing whether or not the person has passed the registration test. The files are maintained in number sequence as well as surname sequence at headquarters. The individual's name or candidate number is required to access this information. The records will be retained for a period of time yet to be defined.

CCA/P-PU-105
UFFI Homeowner File

This bank was established under the UFFI assistance program. The information includes personal and property data such as name, mailing and property address, foam installation information as well as whether or not the home has been tested previously and who tested it. The bank is used to administer the UFFI assistance program and the files are maintained in identification number sequence at headquarters. Either the individual's name or the identification number is needed to access this information. The records will be retained for a period of time yet to be defined.

Bureau of Policy Co-ordination

Metric Office

CCA/P-PU-110
Assistance Program — Workers' Metric Tools

This bank serves as a record of financial assistance provided to individuals who, as a condition of their employment, were required to buy metric hand tools as a result of the metric conversion program. It contains names of claimants, addresses, social insurance numbers, amount claimed and amounts approved; employers' names, addresses, social insurance numbers if applicable, and tax remittance numbers. This bank consists of computer listings and microfilm records arranged numerically, the original records being retained by financial services of the Departments of Regional Industrial Expansion and Consumer and Corporate Affairs. The claim number or claimant's name is required to access this information, which will be retained for at least three years following the termination of the assistance program on March 31, 1984.

CCA/P-PU-115
Committee Membership Records

This bank serves as a record of members of various steering and sector committees and working groups under the sponsorship of the metric commission. It contains names, addresses and business affiliations of the various members. The purpose of this record is for mailing meeting notices and conversion information. The records will be retained at headquarters. This bank should cease to be of operational use in 1987.

CCA/P-PU-120
Metric Commission Canada — Information Bank

This bank of files contains names and addresses of persons, organizations and companies requesting bulletins, press releases, reports, or other information compiled by the metric commission. These files were used to distribute metric commission publications. They are arranged by subject and will be retained at headquarters until such time as the conversion period is finished.

Audit, Evaluation and Control Branch

CCA/P-PU-125
Survey — Consumers

This bank was created to obtain information on the relevance and the extent of achievement of objectives of CCA's programs as perceived by their various target clientele, of which consumers in general are one. Consumers are surveyed to obtain information on the degree of relevance of CCA's programs in relation to their needs and the extent to which their behaviour and attitude are affected by the existence of CCA's programs. The results of the data collection projects will be used to provide statistics which will assist the branch in assessing the relevance and impact of CCA's programs and the extent to which these have succeeded in achieving their objectives. The period of retention for each individual data collection project undertaken will vary according to the timeframe planned for each particular evaluation. It is intended that data be retained on departmental dormant files or be given to Public Archives in order to serve as reference for future evaluations to be conducted over a seven-year period.

CCA/P-PU-130
Survey — Business Representatives

This bank was created to obtain information on the relevance and the extent of achievement of objectives of CCA's programs as perceived by their various target clientele, of which all types of businesses, in all sectors of the economy constitute one. Business representatives are surveyed on their perception of the need for activities falling under CCA's mandate. In addition, the surveys provide information on the extent to which CCA's operations affect the conduct of business in

Canada and promote the existence of a competitive economy and the integrity of the marketplace. The surveys also provide data on the costs and benefits to be derived from CCA's different programs. The period of retention for each individual data collection project undertaken will vary according to the timeframe planned for each particular evaluation. It is intended that data be retained on departmental dormant files or given to Public Archives in order to serve as reference for future evaluations to be conducted over a seven-year period.

Classes of Personal Information

Bureau of Consumer Affairs
Consumer Complaints and Enquiry Assistance Classes

These classes contain individual complaints and enquiries about goods and services, the results of mediation, solutions, and replies. Please note that files in this bank may be identified by means of the name of the company concerned rather than the complainant. Some complaints are handled by telephone and filed by subject matter or referred to the appropriate regional office. Few complaints and enquiries are recorded or retained in the database. These files are kept active for one year after which time they are considered to be obsolete.

Enquiries Regarding Acts Administered in Whole or in Part by the Department

- Canada Agricultural Products Standards Act
- Consumer Packaging and Labelling Act
- Electricity Inspection Act
- Fish Inspection Act
- Food and Drugs Act
- Gas Inspection Act
- Hazardous Products Act
- National Trade Mark and True Labelling Act
- Precious Metals Marking Act
- Tax Rebate Discounting Act
- Textile Labelling Act
- Weights and Measures Act

This class contains records on establishments that have been inspected with respect to the requirements or the legislation listed above. It contains inspection reports, complaints, warning letters and other correspondence, and reports of prosecution. The names of individuals who are sole owners of companies appear in the files. These files are kept for several years in order to plan inspection visits and monitor the compliance level in relation to the regulatory requirements of the legislation administered by the Department.

With respect to the *Tax Rebate Discounting Act*, the bank also contains the statements of discounting transaction submitted by discounters, and information relative to their processing and verification. It contains names, addresses and amounts of refunds for persons using tax discounting services. Retention periods vary according to the subject.

Bureau of Competition Policy
Enquiries Class

The purpose of this class is to maintain in a secure place all material relating to the conduct of private enquiries under the *Combines Investigation Act*. The records may relate to any category of product or service. Most of the filing is done according to standard industrial classification coding. There is some cross-indexing, but in most cases only the companies associated with a given enquiry can be identified, although the names of individuals who are sole proprietors may also be available. Except in cases of misleading advertising, it would normally not be possible to locate the names of individuals who happen to be mentioned in information assembled during the course of enquiries under the *Combines Investigation Act*. These records are retained for periods of five to 10 years.

Bankruptcy Branch

Unclaimed Dividends/Undistributed Assets — This class contains records relating to Section 125 of the *Bankruptcy Act*, under which the superintendent is the depository for all funds that are distributed to creditors but which, for whatever reason, remain unclaimed by the creditors. Under the same section of the Act, the superintendent receives all funds from trustees that cannot be distributed to creditors in an economically feasible manner. This particular fund also includes trust funds in the possession of the estate that are not estate and are available to the particular creditors providing appropriate identification.

Departmental Secretariat

Ministerial Correspondence — This class of information contains correspondence received from external organizations and individuals in the form of requests for information, complaints, opinions and other similar submissions related to a broad range of policy issues pertaining to Consumer and Corporate Affairs activities, wherein some unsolicited personal information has been provided by the correspondent. This form of information would be retrievable only if specifics of name, date of communication and subject were to be provided; it is not arranged or retrievable by personal identifiers. The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to:

Privacy Co-ordinator
Consumer and Corporate Affairs Canada
23rd Floor, Zone 1
Place du Portage, Phase I
50 Victoria Street
Hull, Québec
K1A 0C9
Telephone: (613) 997-2704

CENTRAL BANKS

The following bank is located at headquarters:

CCA/P-CE-701
Conflict of Interest Records
Description: This bank contains information regarding the classes of persons referred to in the conflict of interest guidelines. It contains information about their private activities, their property and other assets.
Class of Individuals: Cabinet ministers, persons appointed to public office by the Governor-in-Council, and members of ministers' exempt staffs who are or were subject to the guidelines.
Purpose: The purpose of this bank is to record information related to the administration of conflict of interest guidelines.
Consistent Uses: To establish precedents in administering the conflict of interest guidelines and to extract information that is placed in a public registry so members of the general public may make themselves aware of the way in which certain classes of persons currently subject to the conflict of interest guidelines have complied with them.
Retention and Disposal Standards: Information is held in this bank for different periods of time, but never for more than ten years after the individual concerned is no longer subject to the conflict of interest guidelines.
Related to COR: CCA/DRG-165
TBS Registration Number: 000130

STANDARD BANKS

The following banks are held at headquarters and in the regions. Current employees seeking access to their records should consult their supervisor or their local personnel unit.

CCA/P-SE-901
Employee Personnel Records
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000131

CCA/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000132

CCA/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick

leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000133

CCA/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000134

CCA/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Review and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 000135

CCA/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000136

CCA/P-SE-907

Occupational Health and Safety

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of

accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 000137

CCA/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000138

CCA/P-SE-909
Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security and Intelligence Services (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000139

CCA/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000140

CCA/P-SE-911
Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 000141

CCA/P-SE-912
Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions,

transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000142

CCA/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 000143

CCA/P-SE-914
Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 000144

CCA/P-SE-915
Conflict of Interest and Post-Employment Code
Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000145

CCA/P-SE-916
Employee Assistance
Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000146

CCA/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 000147

CCA/PSE-918
Affirmative Action Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's Affirmative Action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 000148

CCA/PSE-919
Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.
PAC# = 85-001
TBS Registration Number: 000149

OFFICE OF THE CORRECTIONAL INVESTIGATOR

Chapter 36

OFFICE OF THE CORRECTIONAL INVESTIGATOR

Background

The Office of the Correctional Investigator was established by Part II of the *Inquiries Act*. The office investigates complaints from inmates as defined in the *Penitentiary Act* and reports upon problems of inmates that come within the responsibility of the Solicitor General of Canada and meet the following conditions:

(1) The subject matter of the complaint concerns an incident occurring within twelve months of the lodging of the complaint;

(2) The complainant has taken, in the opinion of the Commissioner, all reasonable steps to exhaust legal or administrative remedies;

(3) The subject matter of the complaint does not involve the preparation of material for consideration by the National Parole Board.

The Commissioner need not investigate if the subject matter of a complaint has previously been investigated, or in the opinion of the Commissioner, a person complaining has no valid interest in the matter.

Access Procedures

Please address enquiries to

Access to Information and Privacy Co-ordinator
Office of the Correctional Investigator
P.O. Box 2324
Station D
Ottawa, Ontario
K1P 5W5

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

OCI/P-PU-005
Complaints

A file is maintained on each inmate who has complained to the office and contains correspondence and interview reports with the complainant as well as information concerning action taken. All information is collected for the purpose of dealing with and attempting to resolve matters of complaint and reporting problems to the Solicitor General of Canada on an annual basis. Information is kept for a period of two years after completion of an investigation.

Classes of Personal Information

The class contains personal information which does not qualify as a bank of information but has reached the Office of the Correctional Investigator as a result of such activities as visits by Correctional Investigator staff to institutions, requests for particulars concerning administrative policies at all levels, minutes of meetings with various inmate committees, or with institutional and volunteer groups. When requesting access, an individual must provide the name of the institution about which information is requested and the approximate date of the event prompting the information held.

DEFENCE CONSTRUCTION (1951) LIMITED

Chapter 37

DEFENCE CONSTRUCTION (1951) LIMITED

Background

Defence Construction (1951) Limited (DCL) is a Crown corporation as defined in Part VII of the *Financial Administration Act* and listed in Schedule C Part I to Schedule I, to that Act. The company is the contracting and supervisory agency for the major military construction and maintenance projects required by the Department of National Defence (DND). The company is also known as Defence Construction Canada. It reports to Parliament through the Minister of National Defence.

Access Procedures

Please address any enquiries about the following information banks to

Director of Personnel
Defence Construction (1951) Limited
SBI Building
11th Floor
2323 Riverside Drive
Ottawa, Ontario
K1A 0K3
Telephone: (613) 998-9539

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

DCL/P-PU-005

Construction, Repairs and Maintenance Contract Files

The purpose of this bank is to provide a complete record of all matters relating to the administration of each contract. Data contained in this bank includes requests for contracts from National Defence, tender form and associated documents, contracts, change orders, progress claims, correspondence, shop drawing approvals, equivalent product certificates, completion and final payment forms. This bank is used as a reference so that all transactions between the contractor and Defence Construction Limited are carried out in accordance with the terms of the contract. Access will be permitted with adequate proof of identification and/or authority and will be limited to contracts with unincorporated companies only. Records are retained for six years following completion of contract.

DCL/P-PU-010

Consultant Contract Files

The purpose of this bank is to provide a complete record of all matters relating to the administration of each contract. Data contained in this bank include requests for contracts from National Defence, correspondence on contract negotiations, contracts, change orders, progress claims and other correspondence. This bank, which contains the contract documents, is used as a reference so that all transactions between the consultant and Defence Construction Limited are carried out in accordance with the terms of the contract. Access will be permitted with adequate proof of identification and/or authority and will be limited to contracts with unincorporated companies only. Records are retained for six years following completion of contract.

DCL/P-PU-015

Solicitation Files

The purpose of this bank is to retain information submitted by contractors, consultants and suppliers on the services they provide or the products they manufacture. Data contained in this bank include brochures giving details on experience, names of principals, staff, projects completed, letters giving similar information and pamphlets on manufactured products or equipment. This bank is used for internal reference purposes. Access will be permitted with adequate proof of identification and/or authority. Records are retained until superseded or obsolete.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

PARTICULAR BANKS

DCL/P-PE-801 *Formerly Identified as:* DCL/P-SE-915

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000693

STANDARD BANKS

The following banks are located at headquarters.

DCL/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

PAC# = 85-001

TBS Registration Number: 000681

DCL/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The bank provides a record of the information used in staffing positions in a government institution.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000682

DCL/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000683

DCL/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

PAC# = 85-001

TBS Registration Number: 000684

DCL/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.

PAC# = 85-001

TBS Registration Number: 000685

DCL/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000686

DCL/P-SE-907

Occupational Health and Safety

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/ injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.

PAC# = 85-001

TBS Registration Number: 000687

DCL/P-SE-908

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.

Consistent Uses: To determine liability for such accidents and to approve damage settlements.

Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000688

DCL/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000689

DCL/P-SE-912
Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000690

DCL/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 000691

DCL/P-SE-914
Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 000692

DCL/P-SE-916
Employee Assistance
Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000694

DCL/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 000695

ECONOMIC COUNCIL OF CANADA

Chapter 38

ECONOMIC COUNCIL OF CANADA

Background

The Economic Council of Canada is an independent research and advisory body established by Parliament in 1963 with broad terms of reference to study and report on a wide range of matters relating to Canada's economic development.

The Act stipulates that the Council is to advise the government on "how Canada can achieve the highest possible levels of employment and efficient production in order that the country may enjoy a high and consistent rate of economic growth and that all Canadians may share in rising living standards."

By mid-1966 the Council had developed a staff of about 100, including some 40 research officers drawn from federal and provincial departments and agencies, business firms, labour organizations, universities and international institutions. The Council itself was comprised of 28 members representing all regions of Canada and most socioeconomic interest groups, with three acting in a full-time capacity — the Chairman and two directors. The size of staff has varied over the years, with the introduction and termination of special references to the Council playing a major influence. As well, the in-house capacity of the Council to model, monitor and analyse the workings of the economy has been built up over time. The net result has been to increase the size of staff to about 133 individuals at present. Council membership currently numbers 23, including the three full-time members.

The Council has three principal functions, namely

— to conduct economic analyses and undertake studies with a view to providing a greater understanding of the workings of the Canadian economy and its prospects for the future;

— to make recommendations to government and the private sector on economic policy measures to improve Canada's economic performance;

— to educate and inform the Canadian public on economic problems and to stimulate, through the media and other forums, public discussion of policy solutions and economic strategies.

Access Procedures

The Privacy Co-ordinator for the Economic Council of Canada may be contacted as follows

Director
General Administration
Economic Council of Canada
P.O. Box 527
Ottawa, Ontario
K1P 5V6

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

ECC/P-PU-005
Personal Services Contracts

The purpose of this bank is to document individuals who have signed personal service contracts with the Council. The information may be used to determine terms of payment, contract extension or renewal, and other decisions pertaining to the contract. The bank may contain information on the qualifications and work experience of the contractor, letters of reference, details of the contract, and assessments of the contractor's performance. The information relates to individuals who currently have or formerly had a contract with the Economic Council of Canada. Information was obtained to document names of individuals who have signed personal service contracts with the Council. Files are destroyed six years after completion of contract.

ECC/P-PU-010
Membership of Council (New)

The bank contains the curricula vitae, photographs and Governor in Council Appointment documents of members of the Economic Council of Canada. The membership of the Council is made public. This information relates to current and former members of the Economic Council of Canada. Members are selected from among leaders of various regional and socio-economic sectors of Canadian society. The purpose of this bank is to document information on Council members. The information in this bank dates back to 1963.

ECC/P-PU-015
Applicant Inventory (New)

This bank contains applications/curricula vitae and letters from persons interested in working for the Council. This information relates to the general public, and is obtained to maintain a record of applications for employment received by the Council from the general public. It is used to identify suitable candidates for employment with the Council. Files in the bank are retained for five years after which they are destroyed.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to

Director
General Administration
Economic Council of Canada
Room 1601, Tower A
333 River Road
Vanier, Ontario
K1P 5V6
Telephone: (613) 993-1030

STANDARD BANKS

The following banks are located at headquarters.

ECC/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal

characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001

TBS Registration Number: 001234

ECC/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001235

ECC/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001236

ECC/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction

documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 001237

ECC/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 001238

ECC/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001239

ECC/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001240

ECC/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001241

ECC/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 001242

ECC/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

PAC# = 85-001

TBS Registration Number: 001243

ECC/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Consistent Uses: To issue identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.

PAC# = 85-001

TBS Registration Number: 001244

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION
AND
DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

Chapter 39

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

Background

The *Employment and Immigration Reorganization Act*, passed in 1977, created the Canada Employment and Immigration Commission (EIC) by integrating the former Unemployment Insurance Commission and the former Department of Manpower and Immigration. The legislation also created the Department of Employment and Immigration, which provides services to the Commission and the Minister.

Overall Responsibilities

The specific federal mandate assigned to the Minister of Employment and Immigration under this Act encompasses all matters not assigned by law to other departments, branches or agencies of government, relating to the development and utilization of labour market resources in Canada, employment services, unemployment insurance, and immigration.

Two major objectives dominate the work of the Commission/Department: to realize the full productive potential of Canada's human resources, while supporting the initiatives of individuals to pursue their economic needs and, more generally, their self-fulfilment through work; and to administer the admission of immigrants and non-immigrants in accordance with the economic, social and cultural interests of Canada.

Organization

The Commission/Department's National Headquarters is made up of nine major groups. Of these, four are directly concerned with services to the public, and collect, generate and use the bulk of personal information on clients.

Employment Services Group

This group develops and disseminates policies, guidelines and procedures for the delivery of employment services to regional and field offices. It also provides programs, services and information to workers, employers, industries and other designated persons or groups, in order to promote the efficient functioning of the Canadian labour market. The group also develops and promulgates policies, guidelines and procedures to meet the needs of particular client groups such as women, natives, youth, disabled persons, visible minorities and other individuals who are considered disadvantaged. Other responsibilities include the monitoring and analysis of all such services offered by EIC, and responding to ministerial enquiries.

Insurance Group

This group develops and executes legislation, policies, programs and systems with respect to benefit payments and control of payments according to the *Unemployment Insurance Act*, 1971, administered by the Commission, including regular unemployment insurance benefits, benefits paid to claimants referred to approved training, benefits paid to claimants in approved work sharing and job creation projects, and labour adjustment benefits. The group represents the Commission in submitting or contesting appeals with respect to decisions concerning such benefits. It is also responsible for the development of policies relating to the Unemployment Insurance Premium Reduction Program (for employers with qualified wage loss replacement plans), to the Social Insurance Number Program and to the Government Annuities Program.

Canadian Jobs Strategy

This group designs and administers programs to improve employment opportunities in the Canadian labour market. Programs — either operated directly by the group or purchased from provincial governments through negotiated agreement — deal with skills training; apprenticeship courses; technical or financial assistance; community-based employment incentives; and job creation schemes for student, adult, community or disadvantaged workers.

The Canadian Jobs Strategy announced at the First Ministers Conference in February 1985 is founded on five basic principles which are: training and job creation that is economic in orientation with emphasis on small business and support entrepreneurship; programming that is innovative, flexible and responsive to regional and local needs; a recognition that responsibility for training and employment development has to be shared between governments and the private sector; a commitment to equality of access to training and employment development programs; programs that are simple, understandable and avoid wasteful duplication.

These principles take shape through six major new thrusts which are the cornerstone of federal policy for job creation and training: Skill Investment — to enable workers to obtain new skills in response to changing technology; Job Entry — to help young people and women enter the labour market successfully; Job Development — to provide those unemployed for a long time with new opportunities in the labour market, and with private sector support whenever possible; Skill Shortages — to encourage training in areas of critical occupational shortages, when these exist; Community Futures — to extend new opportunities to workers in declining communities through community action, training and mobility; and Innovations — to stimulate innovation, pilot programs, and experimentation by the private sector, the provinces and their educational institutions.

Targets and means of monitoring are established to ensure the equitable participation by women in all labour market programs. There also are special approaches tailored to the needs of individuals with employment disadvantages, and to the special needs of Canada's aboriginal peoples.

Immigration Group

This group is responsible for the development, implementation and assessment of immigration policies and services. Its activities include the recruitment and selection of immigrants and the regulation of the entry of refugees, temporary workers, foreign students and visitors to Canada. (Responsibility for processing applications from prospective immigrants and for issuing various types of visas resides with employees of External Affairs posts abroad when the request is initiated outside Canada.) Other responsibilities include assisting Canadian residents on their return to Canada and assisting with the adaptation of recently arrived immigrants. The work of the group also encompasses the exclusion, control or expulsion of persons whose admission or stay in Canada is prohibited by law.

The activities of the above groups are supported by the five remaining groups.

Public Affairs Group

This group is responsible for all information activities to promote EIC's objectives, and for all media relations.

Strategic Policy and Planning Group

This group has broad responsibility for developing and maintaining statistical information banks which may be used for research, evaluation, policy and program analysis, and development in support of the various EIC programs and services. The data are frequently extracted from the personal information banks described in the previous sections and they may be supplemented by questionnaires, surveys or other research tools. These data may be of interest to several groups within EIC.

Systems and Procedures Group

This group is responsible for the development and operation of the manual and electronic data processing systems required to execute EIC's programs.

National Services

National Services is responsible for the administration of the Social Insurance Number, the Canadian Government Annuities and the Unemployment Insurance Premium Reduction programs.

Finance and Administration

This branch provides financial and administrative management services to EIC. In addition, an Executive Secretariat co-ordinates and provides direction and support for a wide range of corporate activities with organizational lines, including the administration of human rights, Privacy and Access to Information legislation, federal-provincial and international relations, emergency planning and security.

Regional Organization

EIC maintains an extensive field organization, comprising some 900 local and district offices across Canada, which is divided into 10 regions, corresponding to the provinces (with the Yukon and Northwest Territories included in the British Columbia and Alberta regions, respectively). Canada Immigration Centres deliver the programs of the Immigration Group, and Canada Employment Centres deliver the programs of the Employment Services, Insurance, and Canadian Jobs Strategy Groups. Local activities are directed by a regional office in each province.

Key Contacts

Regional Employment Development Branches

(See EIC/P-PU-065 Employment Development Projects)

Newfoundland
P.O. Box 8970
St. John's, Newfoundland
A1B 3R9

Nova Scotia
P.O. Box 160
5161 George Street
Halifax, Nova Scotia
B3J 2M4

Prince Edward Island
199 Grafton Street
P.O. Box 8000
Charlottetown, Prince Edward Island
C1A 8K1

New Brunswick
565 Priestman Street
P.O. Box 2600
Fredericton, New Brunswick
E3B 5V6

Québec
105 McGill Street
Montréal, Québec
H2Y 2E7

Ontario
4900 Yonge Street
Suite 700
Willowdale, Ontario
M2N 6A8

Manitoba
Eaton Place, Room 710
330 Graham Avenue
Winnipeg, Manitoba
R3C 4B9

Saskatchewan
2101 Scarth Street
4th Floor
Regina, Saskatchewan
S4P 2H9

Alberta
9925-109th Street
6th Floor
Edmonton, Alberta
T5K 2J8

British Columbia
Royal Centre
P.O. Box 11145
1055 West Georgia Street
Vancouver, British Columbia
V6E 2P8

Northwest Territories
P.O. Box 1300
Yellowknife, Northwest Territories
X0E 1H0

Regional Outreach Program Managers

(See EIC/P-PU-030 Outreach Program — Files)

Newfoundland
167 Kenmount Road
P.O. Box 12051
St. John's, Newfoundland
A1B 3Z4

Nova Scotia
1888 Brunswick Street
P.O. Box 2463
Halifax, Nova Scotia
B3J 3E4

Prince Edward Island
85 Fitzroy Street
P.O. Box 8000
Charlottetown, Prince Edward Island
C1A 8K1

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

New Brunswick
565 Priestman Street
P.O. Box 2600
Fredericton, New Brunswick
E3B 5V6

Québec
1441 St. Urbain Street
Montréal, Québec
H2X 2M6

Ontario
4900 Yonge Street
Suite 700
Willowdale, Ontario
M2N 6A8

Manitoba
710 Eaton Place, Room 710
330 Graham Avenue
Winnipeg, Manitoba
R3C 4B9

Saskatchewan
100-22nd Street East
Room 101
Saskatoon, Saskatchewan
S7K 0E2

Alberta
9925-109th Street
5th Floor
Edmonton, Alberta
T5K 2J8

Northwest Territories
5102-50th Avenue
P.O. Box 1950
Yellowknife, Northwest Territories
X0E 1H0

British Columbia/Yukon Territory
9th Floor
Royal Centre
1055 West Georgia Street
Vancouver, British Columbia
V6E 2P8

Regional Executive Directors/Directors General

(See EIC/P-PU-185 Contract Agents List)

Newfoundland
167 Kenmount Road
P.O. Box 12051
St. John's, Newfoundland
A1B 3Z4

Nova Scotia
1888 Brunswick Street
P.O. Box 2463
Halifax, Nova Scotia
B3J 3E4

Prince Edward Island
85 Fitzroy Street
P.O. Box 8000
Charlottetown, Prince Edward Island
C1A 8K1

New Brunswick
565 Priestman Street
P.O. Box 2600
Fredericton, New Brunswick
E3B 5V6

Québec
1441 St. Urbain Street
9th Floor
Montréal, Québec
H2X 2M6 AZ

Ontario
4900 Yonge Street
Suite 700
Willowdale, Ontario
M2N 6A8

Manitoba
Eaton Place, Room 710
330 Graham Avenue
Winnipeg, Manitoba
R3C 4B9

Saskatchewan
2101 Scarth Street
Room 400
Regina, Saskatchewan
S4P 2H9

Alberta/Northwest Territories
9925-109th Street
5th Floor
Edmonton, Alberta
T5K 2J8

British Columbia
Royal Centre
P.O. Box 11145
1055 West Georgia Street
Vancouver, B.C.
V6E 2P8

Regional Directors of Immigration

(See EIC/P-PU-250 Records of Immigrant Settlement and Adaptation Program Contracting Agencies)

Newfoundland
167 Kenmount Road
P.O. Box 12051
St. John's, Newfoundland
A1B 3Z4

Nova Scotia
1888 Brunswick Street
P.O. Box 2463
Halifax, Nova Scotia
B3J 3E4

Prince Edward Island
199 Grafton Street
P.O. Box 8000
Charlottetown, Prince Edward Island
C1A 8K1

New Brunswick
565 Priestman Street
P.O. Box 2600
Fredericton, New Brunswick
E3B 5V6

Québec
1441 St. Urbain Street
9th Floor
Montréal, Québec
H2X 2M6

Ontario
4900 Yonge Street
Suite 700
Willowdale, Ontario
M2N 6A8

Manitoba
Eaton Place, Room 710
330 Graham Avenue
Winnipeg, Manitoba
R3C 4B9

Saskatchewan
600-2101 Scarth Street
8th Floor
Regina, Saskatchewan
S4P 2H9 AZ

Alberta/Northwest Territories
9925-109th Street
5th Floor
Edmonton, Alberta
T5K 2J8

British Columbia
Royal Centre
P.O. Box 11145
1055 West Georgia Street
Vancouver, British Columbia
V6E 2P8

Division Chiefs, Adjudication Directorate

(See EIC/P-PU-280 Adjudication Case File)

Québec/Atlantic
Division Chief
2nd Floor
980 Guy Street
Montréal, Québec
H3H 2K3

Toronto/Other Ontario
Division Chief
8th Floor
480 University Avenue
Toronto, Ontario
M5G 1V2

Mississauga
Division Chief
Toronto International Centre
P.O. Box 71
6900 Airport Road
Mississauga, Ontario
L4V 1E8

Pacific/Western
Division Chief
1550 Alberni Street
Vancouver, British Columbia
V6G 1A5

Access Procedures

A formal request for access to personal information under the *Privacy Act* must be made by completing a Personal Information Request Form and forwarding it, along with any other information specified in the description for the personal information bank to which access is desired, to the contract given in the bank description. These forms are available at local and district offices of EIC.

Since the bulk of personal information collected by EIC is held locally, access has been decentralized to the extent possible. The full addresses for regional access are identified in bank descriptions given in the preceding pages under Key Contacts, with the exception of local and district office addresses, which are listed in telephone directories. Access requests should be directed to the address for the regional, district or local office in which the file is held.

The Department Privacy Co-ordinator may be reached at the following address:

Privacy Co-ordinator
Employment and Immigration Canada
4th Floor, Place du Portage, Phase IV
Hull, Québec
K1A 0J9
Telephone: (819) 994-0416

Questions about the policies and procedures of Employment and Immigration Canada relating to the *Privacy Act* may be directed to the above address, or to the appropriate Regional Privacy Advisor as indicated below

Newfoundland
Employment and Immigration Canada
c/o Department of Labour and Manpower
Beothuck Building
Crosbie Place
St. John's, Newfoundland

Nova Scotia
Employment and Immigration Canada
P.O. Box 2463
1888 Brunswick Street
Halifax, Nova Socita
B3J 3E4

Prince Edward Island
Employment and Immigration Canada
199 Grafton Street
P.O. Box 8000
Charlottetown, Prince Edward Island
C1A 8K1

New Brunswick
Employment and Immigration Canada
1075 Main Street
Moncton, New Brunswick
E1C 1H2

Québec
Employment and Immigration Canada
1441 St. Urbain Street
6th Floor
Montréal, Québec
H2X 2M6

Ontario
Employment and Immigration Canada
4900 Yonge Street
Willowdale, Ontario
M2N 6A8

Manitoba
Employment and Immigration Canada
Eaton Place
Room 710
330 Graham Avenue
Winnipeg, Manitoba
R3C 4B9

Saskatchewan
Employment and Immigration Canada
2101 Scarth Street, Suite 600
Regina, Saskatchewan
S4P 2H9

Alberta and Northwest Territories
Employment and Immigration Canada
9925 — 109th Street
5th Floor
Edmonton, Alberta
T5K 2J8

British Columbia and Yukon Territory
Employment and Immigration Canada
1055 West Georgia Street
8th Floor
P.O. Box 11145
Vancouver, British Columbia
V6E 2P8

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Employment Services Group

EIC/P-PU-005
Application for Unemployment Insurance Benefits and Registration for Employment File

Manager
Canada Employment Centre where last registered (consult telephone directory for address)

Records in this bank may contain demographic data, the individual's employment preference, education and qualifications, disabilities, employment history, Unemployment Insurance, Welfare, Veteran and citizenship status and general comments on the client. These comments include employment barriers, reason for not being able to work, income tax exemptions, gross earnings in last week worked and other monies received from employer on termination of last employment as well as information relative to farming. The application for unemployment insurance benefits becomes part of the Unemployment Insurance Claim File (EIC/P-PU-150). This personal information relates to persons applying for Unemployment Insurance Benefits or registering for employment. The purpose of this bank is to assist workers in applying for unemployment insurance (UI) benefits and in finding suitable employment, and to assist employers to find suitable workers. It can also be used in the administration of other employment related services such as counselling, testing, training and mobility and may also assist in establishing entitlement to UI benefits. It may also be used in the administration of Immigration programs within EIC. The bank is a source of information used by Employment and Immigration Canada for purposes of research, planning, statistics, evaluation and internal audit. Other uses of this information include sharing with federal, provincial and municipal departments and social agencies (such as Health and Welfare, Revenue Canada/Taxation, Veterans Affairs, Indian Affairs, Workers' Compensation Boards, social welfare, and education departments) for the co-ordination of services to clients. Information may also be shared with employers for assistance in selection and placement, and with the RCMP for investigation of offences against the *Unemployment Insurance Act*. Releases of information are subject to the provisions of Section 114 of the *Unemployment Insurance Act*. Records are destroyed two years after last action.

EIC/P-PU-010
Canada Employment Centre Client's Confidential File

Manager
Canada Employment Centre where last registered (consult telephone directory for address)

Information on file may contain: counsellor's comment on employment barriers, diagnostic services reports, criminal record summaries, comments on and results of aptitude and interest tests, provincial government rehabilitation reports, information from social service agencies, correspondence relating to enquiries from Employment and Immigration National Headquarters, Members of Parliament and members of provincial parliaments, etc. Individuals seeking access to this information should provide date of birth and CEC where last registered. Information contained in the bank concerns identified registered clients in the Canada Employment Centre (CEC) area whose employment-related needs are such that confidential information is required. The purpose of this bank is to assist in administering employment-related services such as counselling and in determining a client's suitability for job referral or other services. Consistent uses of information from this file may include sharing with co-operating agencies in the human resources or social service fields, sharing with employers for assistance in selection and placement, and with educational institutions concerning the results of aptitude and interest tests. Releases of information are subject to the provisions of Section 114 of the *Unemployment Insurance Act*. Information may also be used for internal audit purposes. This information is destroyed five years after last action.

EIC/P-PU-015
Documentation for Canada Manpower Mobility Program Assistance

Manager
Canada Employment Centre where individual applies for mobility assistance (consult telephone directory for address)

This bank may include the following types of information: name, address, sex, number of dependants, labour force status, occupation, work history, and may also contain worker qualifications, information supplied by previous employers, offers of employment from employers in other locations and related financial and other information. Individuals seeking access should identify the Canada Employment Centre which originated the application for Mobility Assistance if other than the local CEC. This personal information relates to Canadian citizens resident in Canada or a permanent resident within the meaning of the *Immigration Act*, 1976. The purpose of this bank is to determine the eligibility of clients for assistance under the Canada Mobility Program, and to document those receiving such assistance. As consistent uses, the information is used by Employment and Immigration Canada for statistics, planning, research, internal audit and evaluation purposes. It may be shared with Revenue Canada/Taxation for cross-audit purposes. Information from this bank may be shared, subject to formal agreements, with other federal and provincial government departments for purposes of research, planning evaluation and statistics. These uses have been identified as consistent uses by the Minister and approved under Section 114 of the *Unemployment Insurance Act*. The information concerning individuals who are not eligible for assistance is destroyed after two years. Files on individuals who have received assistance are destroyed six years after all action has been completed.

EIC/P-PU-020

Canada Employment Centre Employer Order

Manager
Canada Employment Centre (consult telephone directory for address)

Information in the bank includes employer's name and location, wages offered, duties, experience required, names of persons referred and results of referrals. A report is filed on all visits made to each particular employer. The Report of Employer Visit records details of transactions occurring during a visit to the employer by a CEC staff member. This information is useful in updating the Employer Record or for decisions regarding service to that employer. The purpose of this bank is to record employers' requests to the Canada Employment Centre (CEC) for staff, and the action taken on these requests. Consistent uses are that information from the bank is also used for statistical reporting and internal audit purposes, and may be used in the administration of the *Unemployment Insurance Act*. Information may be shared with some federal, provincial and municipal departments and agencies for statistical, planning and program development purposes. Other uses of this information include sharing with federal, provincial and municipal social agencies (such as Health and Welfare, Veterans Affairs, Indian Affairs, Workers' Compensation Boards, social welfare and education departments). Files are destroyed one year after the business ceases to operate. Releases of information are subject to the provisions of Section 114 of the *Unemployment Insurance Act*.

EIC/P-PU-025

Canada Employment Centre (CEC) Employer Records

Manager
Canada Employment Centre (consult telephone directory for address)

Information in the bank includes the employer's name, address, telephone number, manpower requirements, and past job vacancies, and may identify key personnel, their positions and responsibilities, any comments regarding hiring and selection practices and other observations by counsellors. In some offices, records of actions taken in filling employers' vacancies may also be included. Within this bank is filed a report on all visits made to each particular employer. The Report of Employer Visit records details of transactions occurring during a visit to the employer by a CEC staff member, and information useful in updating the Employer Record or for decisions regarding service to that employer. Individuals seeking access to this bank must provide the employer's name and address. The purpose of this bank is to document Canada Employment Centre (CEC) services to employers in the CEC area. The bank may be used in conjunction with the Employer Order in decisions regarding the referral of workers to the employer. Information is also used in planning the delivery of services to employers and for statistical and internal audit purposes. Files are destroyed one year after the business ceases to operate.

EIC/P-PU-030

Outreach Program — Files

Employment and Immigration Commission Regional Office
(See under Key Contacts for addresses of Regional Outreach Program Managers)

The bank may include the following types of information: correspondence about the individual projects, a record of progress, payments made and the financial situation of the project; it may also contain information on the project sponsor (name, title, address and phone number). Individuals seeking access to this file must provide the project name and location. This personal information relates to individual sponsors and/or sponsoring organization representatives. This bank is used for the administration of project funds under the Outreach Program. It also gives access to information on project activity. Consistent uses are that information from this bank is used by Employment and Immigration Canada and, subject to formal agreement, may be shared with other federal and provincial departments for purposes of administration, evaluation, planning, research and statistics. It also may be used for internal audit purposes. These uses have been identified as consistent uses and approved by the Minister under Section 114 of the *Unemployment Insurance Act*. Releases of information are subject to the provisions of Section 114 of the *Unemployment Insurance Act*. Information on rejected projects is kept for two fiscal years. Information on approved projects is kept for six years from the date of project termination.

EIC/P-PU-035

Files on Candidates for International Youth Employment Exchange Programs

Chief
International Exchange Programs Division
Youth Employment Directorate
Employment and Immigration Canada
Phase IV, 5th Floor
Place du Portage
Hull, Québec
K1A 0J9

Information on file may include: personal description, academic background, linguistic capabilities, work experience, career aspirations, travel experience, and other information concerning participation in the program, for the consideration of potential foreign employers. Individuals seeking access should provide name of the program for which they have applied. The candidate must be a graduate of a university or equivalent institution or have a post-secondary certificate, be a Canadian citizen, be between 18 and 30 years of age, possess an adequate knowledge of the language of the host country, and undertake his/her period of training in his/her own profession or trade. The purpose of this bank is to maintain a record of Canadian candidates for programs such as the Canada — Mexico Exchange Program for Young Specialists and Technicians, the Franco — Canadian Trainee Agreement, and the International Youth Employment Exchange Program. The bank is also used in selection of program participants. Information from this bank may be used by Employment and Immigration Canada for purposes of research, planning, evaluation, statistics and internal audits. Records are destroyed two years after last action.

EIC/P-PU-040

Student Registration for Summer Employment

From February to August:

Officer in Charge
Canada Employment Centre for Students

During other months:

Manager
Main Canada Employment Centre in local area

This bank may include the following information: name, social insurance number, address, telephone number, language, height, sex, date of birth, disabilities, native status, education, employment qualifications, unemployment insurance and welfare status, work history, employment preference, record of referrals and other comments on client. Individuals seeking access to this bank should provide their date of birth and level of education completed at the time of registration. This personal information relates to students seeking summer employment who have registered at a Canada Employment Centre for Students. The purpose of this bank is to assist students in finding suitable summer employment and to assist employers in finding suitable summer student workers. It may also be used in other employment-related services such as counselling and may assist in establishing entitlement to unemployment insurance benefits. The bank serves as a source of information used by Employment and Immigration Canada for statistics, evaluation, planning and research as well as for internal audit purposes. Information in the bank may also be shared with other federal or provincial departments, subject to formal agreement, for research, planning, statistics and evaluation purposes. Other uses include sharing information with employers for assistance in selection or placement. The information may also be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act*. Records are destroyed two years after the last action.

Electronic Data Processing (EDP) Systems

The Employment Services Group uses integrated clerical, manual and EDP systems to deliver its programs and services. The following systems support the various Employment Services programs. These systems may support several of the information banks already described; the numbers of the corresponding banks are given in all instances.

- Employment Systems — Employment Client Services (EDP-1): this system supports the administration of Employment Client Services and may contain information relating to the Canadian Mobility Program; Canadian Classification and Dictionary of Occupations; Client/Claimant Index; and the National Job Bank. Information is held on magnetic tape/disk. (EIC/P-PU-015)
- Information Systems — Advanced Systems (EDP-2): this system uses data from the above bank to make client data available via computer terminals located in local and regional offices and to run the Metropolitan Order Processing System (MOPS). MOPS provides, via computer terminals in selected Canada Employment Centres, data on jobs available, employers, job seekers, referrals to employment and related data. Information is held on magnetic tape/disk. (EIC/P-PU-020)

Canadian Jobs Strategy Group

EIC/P-PU-045

Documentation for the National Institutional Training Program

Manager
Canada Employment Centre (consult telephone directory for address)

Information in the bank may include the individual's name, address, social insurance number, telephone number, demographic data, number of dependants, education, pre-training labour force status and occupation, situation following the course, training course information and related financial transactions. Records may contain course test results and termination or discontinuation notices. Individuals requesting access should state the Canada Employment Centre (CEC) where last registered and the appropriate name of the training institution. This personal information relates to registered clients in a CEC who undergo institutional training. The purpose of this bank is to document trainees for institutional training and related income support and to monitor their participation in the training program. As consistent uses, some provincial educational institutions receive this information for purposes of administering training programs. This information is partially duplicated in computerized form for use in monitoring and control, and for statistical and information purposes. The information is shared with the Department of Supply and Services which issues the training allowance cheques. The bank is also shared with other federal, provincial and municipal social agencies such as Health and Welfare, Veterans Affairs and social welfare and education departments, for the co-ordination of services to clients. As well, the RCMP uses the information for investigation of offences against the *Unemployment Insurance Act*, and Revenue Canada/Taxation uses it for cross-audit purposes. Records at the CEC are discarded two years after training.

EIC/P-PU-046

Challenge '86 (New)

Manager
Employment Development Branch EIC Regional Office

This bank maintains records of employers and organizations which have applied for funds, whether these proposals were approved and for what contribution. It operates through a system of wage subsidies to employers. All documentation pertaining to the operation is stored in this file. This information relates to employers (private sector, municipalities, non-profit organizations) of students and returning students themselves. Individuals seeking access to this file must provide the agreement number, and if possible, the name and location of the employer. This information provides returning students with summer jobs that will be career-related or offer a practical work experience. This bank is used for the administration of Employment Development funding for the Challenge '86 Program.

EIC/P-PU-050

Trainee Documentation for the National Industrial Training Program

Manager
Canada Employment Centre (consult telephone directory for address)

This bank may include the following types of information: name, address, social insurance number, telephone number, occupational and demographic data, labour force status, as well as information from the three month follow-up report. Records may contain notices of discontinuation or termination, as well as documentation of worker clients in a Canada Employment Centre who are undergoing training. Individuals seeking access to this bank must provide the name of the training firm and, if possible, the appropriate industrial training number. This personal information relates to trainees on National Industrial Training Program contracts with employers and is used to document and monitor trainees on National Industrial Training Program contracts. The information is partially duplicated in computerized form for use in monitoring and control, and for statistical and evaluation purposes. It may be used for internal audits. Information may be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act*, and with National Revenue/Taxation for cross-audit purposes. It is also shared with other federal and provincial departments for statistical and planning purposes. Records are discarded two years after final action is taken on a contract.

EIC/P-PU-054

Trainee Documentation Form for Job Entry (Entry, Re-entry and Direct Purchase Option) (New)

Manager
Canada Employment Centre (consult telephone directory for address)

This bank may include the following types of information, all of which is taken from the trainee documentation form EMP 2270: individual's name, address, social insurance number, telephone number, demographic data, number of dependents, education, labour force status, and occupation, status following the training course information and related financial transactions. This information is collected prior to the participant initiating training and may be updated during the training period. This information relates to unemployed youth who have benefitted from on- and off-the-job training and direct work experience through the Entry option; women entering and re-entering the labour force who have benefitted from on- and off-the job training and direct work experience through the Re-entry option; and youth, women, natives, immigrants and interprovincial migrants who have received institutional training under the Direct Purchase option. Individuals requesting access should state the CEC where last registered and the appropriate name of the training project. The purpose of this bank is to document trainees for the Entry, Re-entry and Direct Purchase option of the Job Entry Program and related income support allowance, and to monitor their participation throughout the training. All participants under the Entry, Re-entry and Direct Purchase options of Job Entry are identified in this bank. All participants are registered in a Canada Employment Centre. This information is shared with the Department of Supply and Services for issuance of cheques for training allowances and may be shared with federal, provincial and social agencies such as welfare and educational deparments; with the RCMP for investigation of offences against the *Unemployment Insurance Act;* and with National Revenue (Taxation) for cross-audit purposes and for income tax purposes where authorized by law. The information may also be used for internal audit purposes. Releases of information are subject to the provisions of Section 114 of the *Unemployment Insurance Act*.

EIC/P-PU-055

Industrial Training Expenses Claim Form

Manager
Canada Employment Centre (consult telephone directory for address)

This bank may include the following types of information: employers' names and addresses, course information, individual trainees' names and social insurance numbers, and instructors' names, wages and other expenses. (In some regions, this information may be found in the trainee documentation for the Industrial Training Program bank.) Persons seeking access to this bank must supply their name, the name of the training employer and, if possible, the appropriate Industrial Training Program contract number. This personal information relates to trainees who have received or are receiving training under the National Industrial Training Program. This bank is used to facilitate the processing of claims for reimbursement by employers for instructional and wage costs incurred under a National Industrial Training Program contract. The information may be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act* and with Revenue Canada/Taxation for cross-audit purposes. It may be used for internal audit purposes. Information is retained for five years.

EIC/P-PU-056

Training Expenses Claim for Skill Investment Program (New)

Manager
Canada Employment Centre (consult telephone directory for address)

This bank may include the following types of information: employers' names and addresses, trainees' names and social insurance numbers, trainees' wage rates, instructors' wage rates, other training expenses. This information relates to employers, owners and self-employed persons who are claiming reimbursement of training costs, and to trainees. Individuals wishing access to this bank must provide the name of the training firm, owner, association or self-employed person, and if possible, the appropriate Skill Investment Agreement number. This bank is used as the basis for the reimbursement of training costs incurred under a Skill Investment Program agreement. The information may be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act* and with Revenue Canada (Taxation) for cross-audit purposes. It may also be used for internal audit purposes. Information in this bank is retained for five years.

EIC/P-PU-060

National Training Program Master Trainee Inventory

Head
Systems Development
Program Information and Analysis
Training Branch
Employment and Immigration Canada
Phase IV, 4th Floor
Place du Portage
Hull, Québec
K1A 0J9

This bank may include the following types of information: social insurance number, course code, course start and finish dates, duration, termination type, responsible Canada Employment Centre, sex, age, marital status, education and training allowance rate. This personal information relates to all persons who have ever received training under the National Training Program. This bank serves as a reference file to permit rapid identification of National Training Program courses taken by individual trainees to determine eligibility for further training. Information may be shared, subject to formal agreement, with other federal and provincial departments for purposes of research, planning, evaluation and statistics. It may be used for internal audit purposes. The information is retained indefinitely.

EIC/P-PU-061

Trainee Documentation for the Skill Shortages Program (New)

Manager
Canada Employment Centre (consult telephone directory for address)

This bank may include some or all of the following types of information: trainee name, address, social insurance number, telephone number, occupational and demographic data, labour force status, employer, as well as information from follow-up surveys. Records may contain notices of discontinuation or termination of training as well as documentation of worker clients of a Canada Employment Centre. This information relates to trainees on Skill Investment Program agreements with employers. Individuals wishing access to this bank must provide the name of the training firm, owner, association or self-employed person and, if possible, the appropriate Skill Shortages Agreement number. This bank is used to document and monitor trainees under Skill Investment Agreements. This information is partially duplicated in computerized form for use in monitoring and control and for statistical and evaluation purposes. It may be used for internal audits. Information may be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act*, and with National Revenue (Taxation) for cross-audit purposes. It is also shared with other federal and provincial departments for statistical and planning purposes. Releases of information are subject to the provisions of Section 114 of the *Unemployment Insurance Act*. Records are discarded two years after final action is taken on an Agreement.

EIC/P-PU-065

Employment Development Projects/Canada Works and Young Canada Works

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

Records in this bank contain information regarding project sponsor and alternate (both individuals and those representing an organization), and details of project proposals and progress. Individuals seeking access to this file must provide the project name, number and location and if possible the name of the sponsor or sponsoring organizations. This information relates to applicants from federal constituencies for which the Employment Development Branch office has responsibility. This bank was used for the administration of Employment Development project funding for the former Canada Works and Young Canada Works Programs. The bank is used to determine whether projects were eligible for funds and whether they were approved. Other uses may include sharing selected information from this bank with federal, provincial and municipal social agencies (such as Health and Welfare, Veterans Affairs, Indian Affairs, Workers' Compensation Boards and welfare and educational departments) for co-ordination of services to clients; with the RCMP in cases of fraud investigations; and with Revenue Canada/Taxation for cross-audit purposes. Information on project participants may also be used for administrative, statistical and program evaluation purposes by Employment and Immigration Canada, ministerial advisory boards, or provincial governments. It may be used for internal audit purposes. Releases of information are subject to the provisions of Section 114 of the *Unemployment Insurance Act*. Information on projects which received funding is kept for six fiscal years after the project terminates. Information on projects which did not receive funding is kept for two fiscal years.

EIC/P-PU-066

Job Development Program (New)

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

Records in this bank contain information regarding employers, sponsor/contractors, subsidized clients and details of training and work experience activities proposed. This information relates to employers, sponsors/contractors and subsidized workers. Individuals seeking access to personal information on this file must supply the project number and location and, if possible, the name of the sponsor or sponsoring organization. The bank is used for information, control and evaluation purposes of the program. The information is used by and shared with other government agencies for the purpose of co-ordination of services to clients. It is shared with RCMP in case of fraud investigation, and with Revenue Canada (Taxation) for cross-audit purposes (releases of information are subject to the provisions of Section 114 of the *Unemployment Insurance Act*) and with the investigation and control branch of the Insurance Group, EIC. Information on project participants may also be used for administrative, statistical and program evaluation purposes by EIC officials. These uses have been authorized by the Minister in accordance with Section 114 of the *Unemployment Insurance Act*. Information concerning projects which received funding is kept for six years after the project terminates.

EIC/P-PU-070

Other Employment Development Projects: Local Employment Assistance, Local Economic Development Assistance, Canada Community Services Projects

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

Records in this bank contain application data on project sponsors and those representing sponsoring organizations, and details of all project proposals. It contains correspondence relating to the programs, the various projects and individuals involved. It also contains curricula vitae of directors and board members of LEDA corporations. Participant Record Forms, if used, contain personal data such as the name, address, social insurance number, income, employment status, salary, etc. Individuals seeking access to personal information on this file must supply the project name, number and location and if possible, the name of the sponsor or sponsoring organizations. This personal information relates to project sponsors, those representing sponsoring organizations, directors and board members of LEDA corporations, and project participants. This bank was used for the administration of funding for the Local Employment Assistance Program (LEAP), the Local Economic Development Assistance Program (LEDA) and the Canada Community Services Projects (CCSP). The Local Employment Assistance Program created employment opportunities for those who, despite normal opportunities in the labour market, remained unemployed. The Local Economic Development Assistance Program was introduced in 1980 to assist in the development of continuing private sector jobs in rural and semi-rural areas with populations of less than 50,000 and with potential for increased business activity. Canada Community Services Projects were introduced in the fall of 1980 to create long-term jobs for unemployed persons through non-profit organizations, with a potential funding capacity of up to three years. The main use of this bank is to determine whether projects were eligible for funds and whether they were approved. Consistent uses are that information on project participants is supplied voluntarily by employees and may be used by Employment and Immigration Canada for administrative and statistical program evaluation purposes. Other uses may include sharing selected information from this bank with federal, provincial and municipal social agencies (such as Health and Welfare, Veterans Affairs, Indian Affairs, Workers' Compensation Boards and welfare and educational departments) for co-ordination of services to clients; with other provincial departments for comments on project proposals; with RCMP in cases of fraud investigation and with Revenue Canada/Taxation for cross-audit purposes. Information may be used for internal audit purposes. Information on approved projects is kept for six fiscal years after the projects terminate. Information on rejected projects is kept for two fiscal years.

EIC/P-PU-071

Community Futures Program (CFP) (New)

Manager
Canada Employment Centre (consult telephone directory for address)

Records in this bank contain submission data on project sponsors and those representing sponsoring organizations and details of all project proposals. It contains correspondence relating to the options under the Community Futures Program (CFP), the various projects and individuals involved. It also contains curriculum vitae of the CFP Committee Chairman and Board of Directors of BDC. Participant record forms, if used, contain personal data on individual participants such as name, address, social insurance number, income, employment status, salary, etc. This information relates to those representing private and community organizations, the CFP Chairman, Board of Directors of BDC, and participants (Relocation — Self-Employment). Individuals requesting access should state the CEC where last registered. This bank is used for the administration of corporations and projects funded under the Community Futures Program and its various options, which started operation April 1, 1986. It subsumed the retention projects funded under the Local Employment Assistance Program (LEAP) and the corporations funded under Local Economic Development Assistance (LEDA). Community Futures Program provides support to a community-based process of employment creation in and through projects and/or LEAD corporations designed to lead to permanent employment growth and carried out in harmony with regional development strategies. The main use of this bank is to determine whether projects are eligible for funds and whether they have been approved. Information on project participants is supplied voluntarily by employees and may be used by Employment and Immigration Canada for administrative, statistical and program evaluation purposes. Other uses may include sharing selected information from this bank with federal, provincial and municipal social agencies (such as Health and Welfare, Veterans Affairs, Indian Affairs, Workers' Compensation Boards and welfare and educational departments) for co-ordination of services to clients; with other provincial departments for comments on project proposals; with RCMP in cases of fraud investigation and with Revenue Canada (Taxation) for cross-audit purposes. It may also be used for internal audit purposes. Approved project files are kept for five fiscal years. Rejected project files are kept for two fiscal years.

EIC/P-PU-075

Canada Community Development Projects

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

Records in this bank contain application data on project sponsor and alternate (both individuals and those representing an organization) and details of all project proposals. Records also include project assessments; comments from Members of Parliament, federal and provincial departments/agencies and municipal authorities and the list of priorities, as well as the list of approvals, for all proposals submitted in the constituencies. Projects approved for funding also have individual files identified by the project name, number, location and sponsor. All the documentation pertaining to the operation of the projects such as the agreement reports and payments, are stored in this file. Individuals seeking access to this file must provide the project name, number and location and, if possible, the name of the sponsor or sponsoring organizations. This personal information relates to project sponsors, those representing sponsoring organizations, applicants from federal constituencies or communities for which the Employment Development Branch office has responsibility. This bank was used for the administration of funding of Canada Community Development Projects, including the Special Response Feature and Community Employment Program components. The main use of this bank is to determine whether projects were eligible for funds and whether they were approved. Consistent uses may include sharing selected information from this bank for consultation purposes on federal and provincial priority areas with federal and provincial departments (such as Indian Affairs, Fisheries and Oceans, and Environment) for rate assessment; with provincial Workers' Compensation Boards; with the RCMP in cases of fraud investigation, and with Revenue Canada/Taxation for cross-audit purposes. Information on project participants may also be used for administrative, statistical, and program evaluation purposes by the Commission/Department, ministerial advisory boards, or provincial governments. It may be used for internal audit purposes. Information on approved projects is kept for six fiscal years after the projects terminate. Information on rejected projects is kept for two fiscal years.

EIC/P-PU-080

New Technology Employment Program

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

Records in this bank contain information regarding applicant employers, employer organizations and details of activity proposals, progress on subsidized activities, and participant surveys. Individuals seeking access to this file must provide the proposal number and location and, if possible, the name of the employer. Individuals identified in this bank include contact persons for applicant employers, or the employer if the applicant is not incorporated, and the employees subsidized under the program. This bank was used in the administration of employment development funding for the New Technology Employment Program. This bank is used to determine whether proposals/activities were eligible for funds and whether they were approved. Information on project participants may also be used for administrative, statistical and program evaluation purposes by Employment and Immigration Canada or by provincial governments. It may be used for internal audit purposes. Other uses may include sharing selected information from this bank with federal and provincial agencies such as Indian Affairs; the RCMP in cases of fraud investigation; and with Revenue Canada/Taxation for cross-audit purposes. Information on approved projects is kept for six fiscal years after the projects terminate. Information on rejected projects is kept for two fiscal years.

EIC/P-PU-085

Work Sharing Program

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

Contents include names of beneficiaries, social insurance numbers, salary levels, position titles, names of employers, and employment history of the firm. All work-sharing participants in Canada are identified in this bank. Information is held by name of participating firm at local CEC's, CEIC regional offices, regional pay centres and national headquarters. This personal information relates to all participants in the Work Sharing Program authorized under the *Unemployment Insurance Act*. The bank is used for information control and evaluation purposes. The information may also be used by the Insurance and Labour Market Programs of the CEIC and by the Strategic Policy and Planning Group of the Department. Other uses may include sharing of employer information with other departments (e.g. DRIE). Information may also be provided to the RCMP for use in investigation of offences under the *Unemployment Insurance Act* or the Criminal Code of Canada. Information may be used for internal audit purposes. Releases of information are subject to the provisions of Section 114 of the *Unemployment Insurance Act*. Information is kept for six fiscal years after the completion of the individual Work Sharing Agreement.

EIC/P-PU-090

Portable Wage Subsidy Program

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

Information on employers includes their name, address, telephone number, standard industrial code and total financial contribution committed or paid by EIC. Information on subsidized workers includes name, address, social insurance number, occupation code, sex, age, and status (native person, the disabled, and the disadvantaged). Individuals seeking access to this bank should provide their Portable Wage Subsidy Agreement number. This personal information relates to employers and subsidized workers. The purpose of this bank is to document participants (both employers and workers) in the Portable Wage Subsidy Program and to maintain an up-to-date record for planning, research and analysis purposes. It is also used to control payments made to employees who have agreements under the program with the Commission. Consistent uses are that information on project participants may also be used for administrative, statistical and program evaluation purposes by Employment and Immigration Canada, or by provincial governments. Other uses may include sharing selected information from this bank with federal and provincial agencies such as Indian Affairs; the RCMP in cases of fraud investigation; and with Revenue Canada/Taxation for cross-audit purposes. It may also be used for internal audit purposes. Information in the bank is retained for five years after the last action.

EIC/P-PU-094

Trainee Documentation for the Skill Investment Program (New)

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

This bank may include the following types of information: trainee name, address, social insurance number, telephone number, occupational and demographic data, labour force status, employer, as well as information from follow-up surveys. Records may contain notices of discontinuation or termination as well as documentation of worker clients of a Canada Employment Centre who are undergoing training. This information relates to trainees on Skill Investment Program agreements with employers. Individuals seeking access to personal information on this file must supply the project number and location and, if possible, the name of the sponsor or sponsoring organization. This bank is used to document and monitor trainees under Skill Investment Agreements. This information is partially duplicated in computerized form for use in monitoring and control and for statistical and evaluation purposes. It may be used for internal audits. Information may be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act*, and with National Revenue (Taxation) for cross-audit purposes. It is also shared with other federal and provincial departments for statistical and planning purposes. Releases of information are subject to the provisions of Section 114 of the *Unemployment Insurance Act*. Records are discarded two years after final action is taken on an Agreement.

EIC/P-PU-095

Program for the Employment-Disadvantaged

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

Information on employers includes name, address, telephone number, standard industrial code and total wage contributions committed or paid by EIC. Information on workers includes name, address, social insurance number, sex, age, participant and occupational code, native status, identification of employment disadvantages, number of weeks to be employed and gross wages to be paid under agreement with EIC. Individuals seeking access to this bank should provide their Program Agreement Number. This personal information relates to the participants (employers and workers). The purpose of this bank is to document participants (both employers and workers) in the Program for the Employment-Disadvantaged and to maintain an up-to-date record for program planning, analysis and research. It is also used to control payments made to employees who have agreements under the program with EIC. Consistent uses are that information on project participants may also be used for administrative, statistical and program evaluation purposes by Employment and Immigration Canada, or by provincial governments. Other uses may include sharing selected information from this bank with federal and provincial agencies such as Indian Affairs; the RCMP in cases of fraud investigation; and with Revenue Canada/Taxation for cross-audit purposes. It may also be used for internal audit purposes. Information in the bank is retained for five years after the last action.

EIC/P-PU-096

Contribution Agreement for Skill Shortages Program (New)

Manager
Canada Employment Centre (consult telephone directory for address)

This bank may include the following types of information: names, addresses and telephone numbers of employers and self-employed persons with whom a Skill Shortages Agreement has been signed, as well as Revenue Canada number, number of employees, main products, social insurance numbers, names and wages of trainees, plus other direct training costs and course information. This information relates to employers and self-employed persons who have signed a Skill Shortages Agreement as well as trainees to be trained under the contract. Individuals wishing access to this bank must provide the name of the training firm and, if possible, the appropriate Skill Shortages Agreement number. The Contribution Agreement forms the legal basis for reimbursement of wages and other direct training costs to employers or self-employed individuals. Information may be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act* and with Revenue Canada (Taxation) for cross-audit purposes. It may be used for internal audit purposes. Information is retained for five years.

EIC/P-PU-100

National Institutional Training Program Three-Month Follow-up Survey

Director
Program Analysis and Information
Training Branch
Labour Market Development Group
Employment and Immigration Canada
Place du Portage
140 Promenade du Portage
Phase IV, 4th Floor
Hull, Québec
K1A 0J9

This bank includes post-training labour market status of trainees and information on the impact of training on their employability and, if they are employed, their occupation. Persons seeking access should provide their name, address and social insurance number. This bank documents, on a quarterly basis, the results of a three-month follow-up survey of all trainees in the Skill, Job Readiness, Work Adjustment, and Occupational Orientation programs and half of the trainees in Language and Basic Training for Skill Development who have completed or discontinued a full-time training course in a public or private training institution. The purpose of the bank is to determine the effectiveness of the training and to plan for future purchases of courses. The results of individual courses or occupations, in terms of post-training labour market status of the trainees, are frequently used to isolate problem areas and to determine which training courses should be discontinued, maintained or expanded. For consistent use the information may be used for internal audit purposes. The computer files are normally maintained for ten years.

EIC/P-PU-101

Canadian Jobs Strategy Follow-up Surveys (New)

Chief, CJS-MIS
Planning and Monitoring
Canadian Jobs Strategy Group
Employment and Immigration Canada
Place du Portage
440 Promanade du Portage
Phase IV, 4th Floor
Hull, Québec
K1A 0J9

This bank includes post-training labour market status of participants and information on the impact of training on their employability and, if they are employed, their occupation. This bank also includes employer/host and co-ordinator responses to questions on program quality, problem areas, etc. This bank documents, on a quarterly basis, the results of a three-month follow-up survey and any subsequent follow-up surveys of participants in the Skill Shortage, Skill Investment, Job Entry, and Job Development programs, and any future Canadian Jobs Strategy programs, who have completed or discontinued training/work experience with an employer, or in a public or private training institution. This bank also documents, on a quarterly basis, the results of a sample survey taken after the end of a project, of employers, hosts, and/or managing co-ordinators. Persons seeking access should provide their name, address, and social insurance number. Employer/hosts or co-ordinators seeking access should provide name, address, and project agreement number. The purpose of the bank is to determine the effectiveness of the training/work experience and to plan for future purchases. The results for individual courses, agreements, or occupations, etc., in terms of post-training labour market status of the participants and problems encountered by employer/hosts or co-ordinators, are frequently used to isolate problem areas and to determine whether training/work experience in certain fields should be discontinued, maintained or expanded, or if certain aspects of the programs themselves should be modified. The information may also be used for internal audit purposes. The computer files are normally maintained for ten years.

EIC/P-PU-105

Managers, Canada Farm Labour Pool

Agriculture Employment Consultant
EIC Regional Office (See under Key Contacts for addresses of Regional Employment Development Branches)

This bank may include the following types of information: name and address, experience, work history (curriculum vitae), a copy of the agreement with EIC, reports of on-site visits by EIC staff and related correspondence. Information is held primarily in regional offices. Requests for access must be made to the appropriate regional Office, giving name and location of the CFLP. This personal information relates to persons who are serving as Canada Farm Labour Pool managers under an agreement with the Minister of Employment and Immigration. In the province of Québec, this agreement is between the Minister and La Corporation du Service de la main-d'oeuvre agricole (SMAC) de l'Union des producteurs agricoles du Québec (UPA). The purpose of the bank is to maintain contracts and related information on those persons who are serving as CFLP managers. As consistent uses, this information may also be used by Employment Services and Legal Services of CEIC. It may also be used for internal audit purposes. The life span of the bank is continuous for the duration of the agreement and material is retained for two years following termination of the agreement.

EIC/P-PU-110

Caribbean-Mexican Seasonal Agriculture Workers

Manager
Canada Employment Centre (consult telephone directory for address)

The employer's application contains his/her name and address as well as the number of workers required, the date required, the length of time they will be required, the type of work to be done, wages, hours of work and living conditions offered. Information on the worker may include name, address, SIN, previous experience, sex, height and work history, as well as a copy of the signed employer-employee agreement. More detailed information about the employee may be contained in EIC/P-PU-295, and the Landed Immigrant Data System. Persons seeking access should provide their approximate dates of employment and the name and location of the employer. This personal information relates to persons temporarily in Canada as seasonal workers in the agricultural and food processing sectors during peak periods when Canadians are not available for these jobs. The bank also contains the requests made by employers for seasonal workers. The purpose of this bank is to record information on persons temporarily in Canada as seasonal workers in the agricultural and food processing sectors. Consistent uses include providing employer information to the provincial Ministry of Health for certification of the premises, and to foreign government representatives in Canada who assist in filling the order. Employee information may be shared with the Immigration Enforcement Branch and statistical information is provided to Statistics Canada and Agriculture Canada. These uses have been identified as consistent uses and approved by the Minister under Section 114 of the *Unemployment Insurance Act*. Releases of information are subject to the provisions of Section 114 of the *Unemployment Insurance Act*. The information may be used for internal audit purposes. Information is retained in the local Canada Employment Centre for two years after the last action.

EIC/P-PU-115

Local Employment Assistance and Development Program

Senior Officer
Regional Employment Development Branch
(See under Key Contacts for addresses of Regional
Employment Development Branches)

This bank contains submission data on project sponsors and those representing sponsoring organizations and details of all project proposals. It contains correspondence relating to the programs, the various projects and individuals involved. It also contains curricula vitae of directors and board members of Local Employment Assistance and Development program corporations. Participant record forms, if used, contain personal data on individual participants such as name, address, social insurance number, income, employment status, salary, etc. Individuals seeking access to personal information on this file must supply the project name, number and location and if possible, the name of the sponsor or sponsoring organization. This personal information relates to sponsors, those representing sponsoring organizations, directors and board members of LEAD corporations, and participants. This bank is used for the administration of corporations and projects funded under the Local Employment Assistance and Development program. The Local Employment Assistance and Development program (LEAD) was introduced in the fall of 1983. It took over the retention projects funded under LEAP and the corporations funded under LEDA. The LEAD program provides support to a community-based process of employment-creation, in and through projects and/or LEAD corporations, designed to lead to permanent employment growth and carried out in harmony with regional development strategies. The main use of this bank is to determine whether projects are eligible for funds and whether they have been approved. Information on project participants is supplied voluntarily by employees and may be used consistently by Employment and Immigration Canada for administrative, statistical and program evaluation purposes. Other uses may include sharing selected information from this bank with federal, provincial and municipal social agencies (such as Health and Welfare, Veterans Affairs, Indian Affairs, Workers' Compensation Boards and welfare and educational departments) for co-ordination of services to clients; with other provincial departments for comments on project proposals; with the RCMP in cases of fraud investigation and with Revenue Canada/Taxation for cross-audit purposes. It may also be used for internal audit purposes. Approved project files are kept for six fiscal years. Rejected project files are kept for two fiscal years.

EIC/P-PU-120

Canada Works Program

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

Records in this bank contain information with respect to sponsor/employers and alternates (individuals representing an organization/group) along with details of project proposals and progress of the project. Individuals identified in this bank include applicants within federal constituencies (in the case of the Contribution Program) for which a specific Employment Development Bureau regional office has responsibility. This bank maintains records of organizations that have applied for funds, proposals that are eligible for funding, whether these proposals have been approved and for what contribution. Records are maintained for those contributions made under Section 38 of the *Unemployment Insurance Act*, providing maintenance funding for income in collaboration with unemployment insurance programs. Records contain selected liaison information with and for other federal, provincial and municipal departments and social agencies such as Health and Welfare, Workers' Compensation Boards, Veterans Affairs, Indian Affairs, etc. Information may also be available on correspondence relating to programs. Individuals seeking access to this information bank must provide the project name, file number and location, the constituency involved, and where possible, the name of the sponsor and/or sponsoring organization. In the cases relating to Section 38 of the *Unemployment Insurance Act*, the request should include the name and address of the employer. This bank is used for the administration of Employment Development project funding for the Canada Works Program, including Section 38 of the *Unemployment Insurance Act*, Canada Works contribution projects and the (NEED) New Employment Expansion Development program. The information is used by and shared with other government agencies to co-ordinate services to clients; shared with the RCMP in case of fraud investigation; with Revenue Canada/Taxation for cross-audit purposes; and with the Investigation and Control Branch of the Insurance Group, EIC. Information on project participants may also be used for administrative, statistical and program evaluation purposes by EIC officials. Approved project files are maintained for six fiscal years. Rejected project files are maintained for two fiscal years.

EIC/P-PU-121

Contribution Agreement for Skill Investment Program (New)

Manager
Canada Employment Centre (consult telephone directory for
address)

This bank may include the following types of information: names, addresses and telephone numbers of employers and self-employed persons with whom a Skill Investment Agreement has been signed, as well as Revenue Canada number, number of employees, main products, social insurance numbers, names and wages of trainees, plus other direct training costs and course information. This information relates to employers and self-employed persons who have signed a Skill Investment Agreement as well as trainees to be trained under the contract. Individuals wishing access to this bank must provide the name of the training firm and, if possible, the appropriate Skill Shortages Agreement number. The Contribution Agreement forms the legal basis for reimbursement of wages and other direct training costs to employers or self-employed individuals. Information may be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act* and with Revenue Canada (Taxation) for cross-audit purposes. It may be used for internal audit purposes. Information is retained for five years.

EIC/P-PU-125

Career Access Program

Career-Access Regional Co-ordinator
(See under Key Contacts for addresses of Regional
Employment Development Branches)

Records in this bank contain information regarding employers (sponsors/contractors with respect to the Voluntary Initiatives Program VIP), subsidized workers (unemployment insurance recipients and other participants under VIP), details of activity and progress on activities, and participant surveys. Individuals identified in this bank include contact persons for approved employers (sponsors/contractors with respect to VIP) and the employees (unemployment insurance recipients) under the program. All documentation pertaining to the operation of the activity is stored in this file. Individuals seeking access to this file must provide the location, the name of the employer/sponsor/contractor, name of the subsidized worker/sponsor/contractor, and, if possible, the agreement number. This personal information relates to employers, sponsors/contractors, Voluntary Initiatives Program (VIP), subsidized workers, unemployment insurance recipients and other participants. Career-Access was introduced in September 1983 and incorporates the Canada Community Services Projects, New Technology Employment Program, Portable Wage Subsidy, Program for the Employment Disadvantaged and Summer Canada Internships (1984). The program is designed to provide employment opportunities for those who face serious difficulties in finding on-going employment. It operates through a system of wage subsidies to employers. In 1984, the Voluntary Initiatives Program (VIP) was introduced as a component under the Career-Access Program. This initiative provides recipients of unemployment insurance with productive work through the provision of services within voluntary, charitable organizations. Under the authority of Section 38 of the *Unemployment Insurance Act*, participants receive an "enhanced unemployment insurance benefit." This bank is used for the administration of employment development funding for the Career-Access Program. Information on participants may be used for administrative, statistical, internal audit and program evaluation purposes by Employment and Immigration Canada. Other uses may include sharing selected information from this bank with federal and provincial agencies; specific areas within EIC; the RCMP and relevant areas within EIC in cases of fraud; and with Revenue Canada/Taxation for cross-audit purposes. These uses have been authorized by the Minister under Section 114 of the *Unemployment Insurance Act*. Approved project files are maintained for six fiscal years. Rejected project files are maintained for two fiscal years.

EIC/P-PU-130

New Employment Expansion and Development (NEED) Program

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

Records in this bank contain information regarding project sponsor/employer (those representing an organization or a private business) and details of project proposals and progress. Individuals seeking access to this file must provide the project name, number and location and, if possible, the name of the sponsor/employer or sponsoring organization. This personal information relates to project sponsors/employers and applicants from the area for which the NEED office/Employment Development Branch office has responsibility. This bank is used for the administration of project funding for the New Employment Expansion and Development (NEED) Program. The bank is used to determine whether projects were eligible for funds and whether they were approved. Consistent uses may include sharing selected information from this bank with federal, provincial and municipal social agencies (such as Indian Affairs, Workers' Compensation Boards and welfare and educational departments) for co-ordination of services to clients; with the RCMP in cases of fraud investigation; and with Revenue Canada/Taxation for cross-audit purposes. Information on project participants may also be used for administrative, statistical and program evaluation purposes by Employment and Immigration Canada, advisory boards, or provincial governments. It may also be used for internal audit purposes. Approved project files are maintained for six fiscal years. Rejected project files are maintained for two fiscal years.

EIC/P-PU-131

Training Expenses Claim for Skill Shortages Program (New)

Manager
Canada Employment Centre (consult telephone directory for address)

This bank may include the following types of information: employers' names and addresses, trainees' names and social insurance numbers, trainee's wage rates, instructors' wage rates, other training expenses. This information relates to the employers, owners and self-employed persons who are claiming reimbursement of training costs, and to trainees. Individuals wishing access to this bank must provide the name of the training firm, owner, association or self-employed persons and, if possible, the appropriate Skill Shortages Agreement number. This bank is used as the basis for the reimbursement of training costs incurred under a Skill Shortages Program Agreement. The information may be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act* and with Revenue Canada (Taxation) for cross-audit purposes. It may be used for internal audit purposes. Information is retained for five years.

EIC/P-PU-135

Job Corps

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

Records in this bank contain information regarding project sponsor/employers (both individuals and those representing an organization) and details of project proposals and their progress. The participants are those individuals disadvantaged in ways which create a barrier to labour market participation, including lack of education, training or job experience, or mental/physical disabilities. Individuals seeking access to this file must provide the project name, number and location and, if possible, the name of the sponsor/employer or sponsoring organizations. This personal information relates to project sponsors/employers, and participants. Job Corps is designed to provide individuals with the necessary preparation and employment related skills leading to labour market readiness. This bank is used in the administration of employment development funding for the Job Corps Program. The information is used within EIC by other programs such as Career-Access, Canada Works and LEAD. Selected information is shared with federal, provincial and municipal departments/agencies (such as Health and Welfare, Veterans Affairs, Indian Affairs, Workers' Compensation Boards and welfare and educational departments) in order to co-ordinate services to clients; with the RCMP in cases of fraud investigation; and with Revenue Canada/Taxation for cross-audit purposes. Information on project participants may also be used for administrative, statistical and program evaluation purposes by Employment and Immigration Canada, ministerial advisory boards or provincial governments. It may also be used for internal audit purposes. Approved project files are maintained for six fiscal years. Rejected project files are maintained for two fiscal years.

EIC/P-PU-140

Challenge '85

Regional Employment Development Branch
(See under Key Contacts for addresses)

This bank maintains records of employers and organizations that have applied for funds, whether these proposals were approved and the amount of the contribution. It operates through a system of wage subsidies to employers. All documentation pertaining to the operation is stored in this file. Individuals seeking access to this file must provide the agreement number, and, if possible, the name and location of the employer. This personal information relates to employers (private sector, municipalities, non-profit organizations) of students and returning students themselves. This initiative provides returning students with summer jobs that will be career-related or offer a practical work experience. This bank is used for the administration of employment development funding for the Challenge '85 Program. As consistent uses, information on participants may be used for administrative, statistical, internal audit purposes and program evaluation. The information may also be shared with federal, provincial and municipal social and educational agencies to better co-ordinate services to clients; with the RCMP in cases of fraud investigation and also with Revenue Canada/Taxation for cross-audit purposes. The greater portion of the information is stored on computer at national headquarters, while some other portions are kept on manual systems in the regions.

EIC/P-PU-145

Trainee Documentation for the Youth Training Option

Manager
Canada Employment Centre (consult telephone directory for address)

The bank may include the following types of information originally gathered from the trainee documentation form EMP 3666: individual's name, address, social insurance number, telephone number, demographic data, number of dependants, education, labour force status and occupation, situation following the training, training course information and related financial transaction. This information is collected prior to the participant's training and may be updated during the training period. Individuals requesting access should state the CEC where last registered and the appropriate name of the training project. This personal information relates to young Canadians between the ages of 17 and 21 who have not been able to enter the labour force and have taken skill and work experience training through the Youth Training Option. The purpose of this bank is to document trainees for the Youth Training Option and related income support allowances, and to monitor their participation throughout the training. Young people registered in a Canada Employment Centre (CEC) who participate in the Youth Training Option are identified in this bank. This information is shared with the Department of Supply and Services for issuance of cheques for training allowances and may be shared with federal, provincial and social agencies such as welfare and educational departments; with the RCMP for investigation of offences against the *Unemployment Insurance Act;* and with National Revenue/Taxation for cross-audit purposes and for income tax purposes where authorized by law. The information may also be used for internal audit purposes. Records at the CEC are discarded two years after training.

EIC/P-PU-146

Confirmation of Offers of Employment to Foreign Workers (New)

This bank contains information on the employer such as name and address, job and salary offered, location of employment and other documentation pertaining to the employment offer. Demographic data such as name, address, date of birth, and sex of the foreign worker is also included in the bank. Access to this bank may be gained by providing the name and address of the employer. The purpose of this bank is to maintain a record of offers of employment made by Canadian employers to non-Canadians living outside Canada, as part of the administration of the foreign workers recruitement program. The information is destroyed two years after last action.

Electronic Data Processing (EDP) Systems

The Canadian Jobs Strategy Group uses an integrated clerical, manual and EDP system to deliver its programs and services. The following systems support the Canadian Jobs Strategy programs. These systems support information banks already described for the administration of the Canadian Jobs Strategy programs and include computer systems, associated data bases and documentation as well as providing a source of historical information on the programs associated with the Labour Market Development Group.

- Canadian Jobs Strategy Programs — Job Development, Job Entry, Skill Shortages, Skill Investment, Innovations, and Community Futures.
- Labour Market Development Programs— Canada Community Development Projects; Canada Community Services Projects; Canada Works/Young Canada Works; Employment of the Disadvantaged; Local Employment Assistance Program; Portable Wage Subsidy Program; Summer Youth Employment; Summer Canada; Local Employment and Development Program; Canada Works Program (83-84) (84-85); Career-Access Program; Summer Career Access; New Employment Expansion and Development (NEED) Program; Jobs Corps; Summer Employment/Experience Development Program 1985, Critical Trades Skills Training; National Industrial Training Program; Accounts Receivable-Institutional Training; and the Youth Training Program. Information is held on magnetic tape/disk.

Insurance Group

EIC/P-PU-150

Unemployment Insurance Claim File (Local Office)

Manager
Canada Employment Centre (consult telephone directory for address)

This bank may include the following type of information: name, SIN, age, date of birth, sex, address and telephone number, summary of employment data for up to three years (e.g. employer identification, period worked, type of work, salary and insured weeks, earnings and union affiliation), possible information relative to farming, self-employment, educational instruction currently being received, participation in employment development programs such as Work Sharing or Job Creation, incarceration, medical certificates, appeals to Boards of Referees, disentitlement notices, disqualification notices and correspondence regarding overpayments, entitlement and other related matters. The bank may also record the amount and duration of unemployment insurance benefits payable, any interviews or investigations conducted by EIC staff relative to protect the unemployment insurance fund from abuse, and any penalties or criminal prosecutions undertaken for fraud in connection with offences related to the *Unemployment Insurance Act*. In certain locations, the Registration for Employment/Application for Unemployment Insurance Benefit form may be used which, in addition to the above, may contain such information as demographic data, employment preference, disabilities, education and qualifications, employment history and veteran status. Information in this bank is largely duplicated on the Benefit and Overpayment Master File (EIC/P-PU-180) kept at Regional Pay Centres and National Headquarters. All requests for access must include date of birth. Information in this bank is used in the administration of the unemployment insurance program. Information from this bank is used within Employment and Immigration Canada for the administration of all EIC programs (Insurance, Immigration, and Labour Market Policy) and for statistical planning and internal audit purposes at the regional and national levels. Information can also be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act*. Information may be shared, subject to formal agreement, with federal, provincial and municipal social agencies such as the departments of welfare and education for the administration of their own programs; with Revenue Canada/Taxation and where applicable, with Revenue Québec (for taxation purposes); and with provincial Workers' Compensation Boards.

Information may also be shared with employers for the purpose of assisting them in the carrying-out of their responsibilities under the *Unemployment Insurance Act*. These uses have been identified as consistent uses and approved by the Minister under Section 114 of the Act. Releases of information are subject to the provisions of Section 114 of the *Unemployment Insurance Act*. Records are destroyed three years after the last action.

EIC/P-PU-155

Unemployment Insurance Claimant's Bi-Weekly Report Card

Manager
Canada Employment Centre (consult telephone directory for address)

This bank may include the following types of information: name, address, telephone number, SIN, dates covered, the individual's signed declaration of the dates available for work, and any earnings in this two-week period. Information in this bank is largely duplicated on the Benefit and Overpayment Master File (EIC/P-PU-180) kept at regional pay centres and national headquarters. Individuals seeking access to this file must specify the two-week period covered by the report card they wish to access. This personal information relates to individuals on claim for unemployment insurance benefits. The purpose of this bank is to record a claimant's eligibility for benefit during the two-week period to which the bank refers. The information from this bank may be used by Employment and Immigration Canada for purposes of research, planning, evaluation and statistics and for control and internal audit purposes. Microfilm of these records is retained for four years.

EIC/P-PU-160

Overpayment History Report

Manager
Canada Employment Centre (consult telephone directory for address)

This bank may include the following information: name, address, telephone number, SIN, of individuals to whom financial penalties and/or overpayments have been made, and may also include amounts repaid and outstanding, present claim status, credit reports, tracing actions and comments of claimants and collecting officers. Information is duplicated in part on the Unemployment Insurance Claim File (EIC/P-PU-150), on the computerized Benefit and Overpayment Master File (EIC/P-PU-180), and on the computerized Overpayment History Master File (EIC/P-PU-165). This personal information relates to individuals who have received unemployment insurance benefits in excess of entitlement. This bank is used to record and monitor the collection of outstanding unemployment insurance overpayments. Information from this bank may be used by Employment and Immigration Canada for purposes of research, planning, evaluation, statistics and internal audit. Information is retained for three years after the overpayments are repaid, recouped or written off.

EIC/P-PU-165

Unemployment Insurance Overpayment History Master File

Manager
Canada Employment Centre (consult telephone directory for address)

This bank may include the following information: name, address, telephone number, SIN of individuals to whom financial penalties and/or overpayments have been made, and may also include amounts repaid and outstanding, present claim status, credit reports, tracing actions and comments of claimants and collection officers. This personal information relates to individuals who have received unemployment insurance benefits in excess of entitlement. This bank is a computerized record of overpayment information based on documents used to establish and record overpayment activity. The data are used by EIC in the administration of the *Unemployment Insurance Act* in investigation and control activities. Consistent uses include statistical, internal audit and planning purposes. Overpayment accounts are removed from the computer file one year after the accounts have been reduced to zero. The documents are retained for three years after the account becomes nil balance.

EIC/P-PU-170

Interstate Unemployment Insurance Claims

Interstate Co-ordinator for Canada
c/o Chief, Coverage and Premium Policy Division
Employment and Immigration Canada
Phase IV, Place du Portage
Hull, Québec
K1A 0J9

The files contain statistics relative to Liable and Agent State claims. Individuals seeking access to this bank must supply their social insurance number or their social security number (whichever is appropriate). The unemployment insurance claimants identified in this bank are divided into two groups: (a) agent state claimants who are Canadians or non-Canadian residents in each of the unemployment insurance regions in Canada; and (b) Liable State claimants who are Canadians with working visas or U.S. citizenship, or landed immigrants resident in the United States, Puerto Rico or the Virgin Islands. The purpose of this bank is to facilitate payment of unemployment insurance benefits to persons in the United States of America, Puerto Rico and Canada, residing outside the state in which their entitlement to unemployment benefits was earned. The information is used to create, maintain and control claim files when Canada is the agent state and to provide administrative assistance to Liable States concerned, as well as to create, maintain, control, adjudicate and provide payment of benefit when Canada is the Liable State. The information in this bank may be used by Employment and Immigration Canada for purposes of research, planning, evaluation, internal audit and statistics. The information is kept for five years after the last action.

EIC/P-PU-175

Supplemental Unemployment Benefits (SUB)

Chief
Coverage and Premium Policy Division
Employment and Immigration Canada
Phase IV, Place du Portage
Hull, Québec
K1A 0J9

Information in this bank includes the employer's name and address, the employee group covered by the SUB plan, the SUB category and the dates the plan begins and expires. This personal information relates to employers with Commission-approved Supplemental Unemployment Benefit (SUB) plans. The purpose of this bank is to maintain a record of employers who have had their SUB plans approved by the Commission in accordance with subsection 57 (3)(d) of the Unemployment Insurance Regulations. A copy of the record of employers containing the names and addresses of all employers with SUB plans for their employees may be provided to other appropriate authorities after Ministerial approval is obtained under Section 114 of the *Unemployment Insurance Act*. Information in this bank may be used by Employment and Immigration Canada for purposes of research, planning, evaluation internal audit, and statistics. These uses have been identified as consistent uses and approved by the Minister under Section 114 of the *Unemployment Insurance Act*. Information about the plan is retained until superseded.

EIC/P-PU-180
Benefit and Overpayment Master File

Manager
Canada Employment Centre (consult telephone directory for address)

This bank is a computerized record of benefit information based on documents used to establish first and continuing entitlements which are themselves retained in the Unemployment Insurance Claim File (EIC/P-PU-150) or at Regional Office. (Under exceptional circumstances the information in the bank may be held manually.) This personal information relates to individuals who have received unemployment insurance benefits and is used to determine the status of a claim, whether unemployment insurance benefits are payable or not, the amount payable and a record of each payment or adjustment made during the life of the claim. The data are used by Employment and Immigration Canada in the administration of the *Unemployment Insurance Act* in investigation and control activities, as well as for evaluation, statistical, internal audit and planning purposes. Some selected information is duplicated in an income tax system for issuance of T4U's, and related statements, and is provided to Revenue Canada/Taxation (and where applicable) Revenue Québec for taxation purposes. Other information is microfilmed to assist district offices in answering enquiries. Information may be shared with Statistics Canada for statistical and planning purposes. Information is also shared with the Ontario Ministry of Housing for purposes of establishing eligibility for subsidized housing. Other uses may include the sharing of information with provincial, federal and municipal social agencies such as welfare and education departments, for the administration of their programs and the co-ordination of payment of financial benefits. Information may also be shared with employers for the purpose of assisting them in fulfilling their responsibilities under the *Unemployment Insurance Act*. It may be shared with authorized parties in order to obtain information to assist the Commission in the collection of overpayments. These uses have been identified as consistent uses and approved under Section 114 of the Act by the Minister of Employment and Immigration. Releases of information are subject to the provisions of Section 114 of the *Unemployment Insurance Act*. Information in this bank is kept for seven years.

EIC/P-PU-185
Contract Agents List

Director General
Insurance Services
Employment and Immigration Canada
Place du Portage, Phase IV
Hull, Québec
K1A 0J9

or

Regional Director General

or

Regional Executive Director
(See the list of Regional Directors-General/Regional Executive Directors under Key Contacts for list of addresses)

This bank may include information on the agent such as name, address, qualifications and work experience, and information pertaining to the individual's activity as an agent. This personal information relates to claims-taking agents under contract to Employment and Immigration Canada and is used to identify and monitor the activities of claims-taking agents under contract to Employment and Immigration Canada. The information may be used for internal audit purposes. It is kept for three years after the individual ceases to be a contract agent.

EIC/P-PU-190
Independent Medical Examiners List

Director General
Insurance Services
Employment and Immigration Canada
Phase IV, Place du Portage
Hull, Québec
K1A 0J9

This bank contains information such as the names and addresses of participating medical practitioners. These doctors are medical practitioners to whom claimants are referred to for a second medical opinion. Employment and Immigration pay them a set fee for their professional services. The purpose of this bank is to provide a list of medical practitioners to perform fee-basis professional services to Employment and Immigration Canada at local levels. The information may be used in decisions related to the conditions of nomination for appointment and may also be used for internal audit purposes. The information is retained for two years after the nomination ceases.

EIC/P-PU-195
List of Chairpersons and Members of Boards of Referees

Director
Appeals
Insurance Policy Branch
Employment and Immigration Canada
140 Promenade du Portage, Phase IV
Hull, Québec
K1A 0J9

This bank may contain names, addresses, experience and work history (curricula vitae), attendance records and availability status. Information is organized, according to geographical location, in the Board centre. This personal information relates to individuals appointed by the Governor-in-Council to serve as chairpersons and members of the Boards of Referees selected by the Commission from panels of employers and representatives of employers, insured persons and representatives of insured persons. The purpose of this bank is to provide a list of chairpersons and members of Boards of Referees. Information in this bank may be used in determining the terms of their appointment to the Boards and in other decisions pertaining to these appointments. Information may be used for internal audit purposes. The life span of the bank is continuous throughout the duration of the appointment, and material on individuals is retained for two years after the appointment terminates.

EIC/P-PU-200
The Record of Offences and Improper Payments System

Supervisor
Investigation and Control
Canada Employment Centre (consult telephone directory for address)

Information in this bank includes the individual's name and social insurance number, the starting date of the claim, the Canada Employment Centre (CEC) office number, amount of overpayment, detection code, and type and amount of sanction. It is used to establish the week overpayment started, the number of offences and the year the offences occurred. This personal information relates to individuals who have committed offences against the *Unemployment Insurance Act*. The purpose of this bank is to provide information on offenders against the *Unemployment Insurance Act* and to provide Investigation and Control management with general information on offences and other improper payments. Information on individual offenders appears on microfiche and is used by the Investigation and Control Units in making recommendations for penalty or prosecution action. In some cases information may be used by the Courts in determining sentence. It may also be used for internal audit purposes. Records in the bank are retained for five years.

EIC/P-PU-205

Voluntary Disclosure Log

Supervisor
Investigation and Control
Canada Employment Centre (consult telephone directory for address)

Information on individuals includes name, social insurance number, date of disclosure, regional and local offices where disclosure occurred, date of claim involved, number of offences covered by disclosure, and amount of overpayment. This personal information relates to individuals who have applied for unemployment insurance benefits and have voluntarily disclosed that they have knowingly made false statements to obtain benefits. The purpose of this bank is to maintain a central repository of persons who voluntarily reveal to the Commission that they have knowingly made false statements to obtain unemployment insurance benefits. Information in the bank is used to ensure that a person benefits from the voluntary disclosure only once. Information may be used for internal audit purposes. Information is retained permanently.

EIC/P-PU-210

Report On Hirings

Supervisor
Investigation and Control
Canada Employment Centre (consult telephone directory for address)

Each record includes the employer's name, address and Revenue Canada/Taxation number, the employee's social insurance number, first day worked and badge or payroll number if applicable. Access to the printout must be made at the local office where the person's claim is filed, by giving their social insurance number. This personal information relates to individuals who have received unemployment insurance benefits and appear to have been overpaid. This bank is used in the administration of the *Unemployment Insurance Act*. Information in this bank is used to control unreported work and earnings among claimants. The data received from employers are computer-matched against benefit records to discover possible overpayments against the account. The file is in the form of a magnetic tape and observations are only printed out if the employee is in receipt of benefits and appears to have been overpaid. Otherwise, no record of this data is kept. Information may be used for internal audit purposes. Hiring data on persons who are claimants are retained for two years. Hiring data on persons who are not recipients are erased as soon as the match is completed.

EIC/P-PU-215

Automated Earnings Reporting System

Supervisor
Investigation and Control
Canada Employment Centre (consult telephone directory for address)

Information is created from magnetic tape files received by the EIC from employers. Each record may contain the employer's name, address and Revenue Canada/Taxation number, employee's name, social insurance number, week worked and salary received. It relates to employers participating in this control program and individuals who have received unemployment insurance benefits. The purpose of this bank is to administrate the *Unemployment Insurance Act*. The information is used at the national headquarters Computer Centre to produce monthly reports on potential abuse of the unemployment insurance fund. Information may be used for internal audit purposes. The extract is matched to the unemployment insurance records and if there appears to be an overpayment, an observation is printed out and forwarded to the appropriate office of claim. Otherwise, no record is kept and the extract is returned to the employer.

EIC/P-PU-220

Labour Adjustment Benefits Claim File Local Office

Manager
Canada Employment Centre (consult telephone directory for address)

Records in this bank may contain the following: summary employment data for up to possibly thirty-five years (e.g. employer identification, confirmation of employment period worked, hours worked in each year), proof of age, non-qualification, correspondence regarding overpayments, entitlement information on the certification and correspondence regarding overpayments, entitlement information on the certification and other related matters. The bank may also record the weekly payment deductions, date the person will be 65 years old, and any information concerning interviews held with EIC staff, (e.g. investigations by Investigation and Control officers, interviews by agents and employment counsellors). This personal information relates to individuals claiming labour adjustment benefits. Information in the bank is used for the administration of the Labour Adjustment Benefits Program and may be used within Employment and Immigration Canada for statistical, internal audit and planning purposes at the regional and national levels. Information may also be shared with Labour Canada, the Labour Adjustment Review Board, and with the RCMP in cases of Labour Adjustment Benefits fraud investigations. Records are kept for six years after termination of benefits.

Electronic Data Processing (EDP) Systems

The Insurance Group uses integrated clerical, manual and EDP systems to deliver its programs and services. The following systems support the various insurance programs. These systems may support several of the information banks already described; the numbers of the corresponding banks are given in all instances.

- Benefit Systems — Benefit Pay (EDP-1): these systems support the administration of the unemployment insurance benefit program and may be used to produce payments, update status of claims, maintain a history of overpayments, produce monthly and quarterly statistical reports on operations, overpayments and accounting, produce T4U/TP4Us showing benefits paid and income tax deducted for each claimant, and support associated enquiry functions in local and regional offices. Information is held on magnetic tape/disk. (EIC/P-PU-150; 155; 160; 165; 170; 180).

- Employment and Benefits Systems (EDP-2): these systems use data from the above banks to make available claimant benefit and overpayment data via computer terminals located in local and regional offices. (EIC/P-PU-005; 020; 150; 155; 160; 180).
- Benefit Systems — Control (EDP-3): these systems support the Insurance Group Control activities and may be used for detection of unreported work and earnings by unemployment insurance beneficiaries; to track debtors from EIC records; to compare social insurance numbers issued/used to identify misuse; and for micrographic listings for the general control of insurance programs. Information is held on magnetic tape/disk. (EIC/P-PU-210; 215).

Immigration Group

EIC/P-PU-225
Immigrant Case File

Manager
Canada Immigration Centre (consult telephone directory for address)

This file may contain some or all of the following types of information: applications for permanent resident and refugee status, assessments by immigration officers, removal documentation, financial documentation (e.g. loans, repayments), and Minister's permits. The file may contain information on an immigrant's earlier status in Canada (e.g. employment authorization information, etc.). Available information may be in one or more geographical locations; Canada Immigration Centres contain files on immigrants processed through these offices, while Immigration Headquarters in Ottawa maintains records on cases that receive specific further review. This personal information relates to the immigrant's applications for permanent resident status and subsequent decisions for which purpose the bank was established. Information may be used in the administration and enforcement of immigration legislation. Uses may include sharing of information with the Insurance and Labour Market Programs of the EIC and with the Immigration Appeal Board. Information may also be shared with the Department of the Secretary of State (Citizenship Branch), External Affairs, the Department of Justice, the Solicitor General, Health and Welfare Canada, Veterans Affairs, provincial government departments (such as Social Welfare, Education, Manpower Planning), the Canadian Red Cross and the Salvation Army. Their responsibilities include assisting in immigrant settlement for the purposes of administering their programs. The information may also be used in investigations by the RCMP and CSIS where these uses are pursuant to law. The information may be shared with CSIS and the RCMP for the purpose of conducting security reviews on persons seeking admission or refugee status. Information may be shared with Statistics Canada and External Affairs for statistical and planning purposes. Persons seeking access to this information bank must supply their date of birth, approximate date of entry into Canada and port of entry. Information is normally held for two years after last administrative action. Information on persons ordered deported is retained until the subject reaches 65 years of age.

EIC/P-PU-226
Host Program for Refugees (New)

Regional Director
Immigration (see key contacts for list of Regional Directors of Immigration)

This bank may contain names and other information pertaining to individual members or representatives of groups involved in the Host Program. This information relates to voluntary non-government organizations who provide assistance to newly arrived regugees. Access to this bank may be gained by providing the name and address of the group. The purpose of this bank is to provide a list of the Host Program groups. Some of the information may be duplicated at headquarters and used for monitoring purposes. The information may be used in decisions regarding the effectiveness of the Program. The information may be used for internal audit purposes. The lifespan of the bank is continuous through the existence of the contract. Information may be held for up to two years after termination of the contract or last administrative action.

EIC/P-PU-230
Permanent Resident Data System

Manager
Canada Immigration Centre (consult telephone directory for address)

Records in this bank contain such data as demographics, birthdate and place, citizenship, language, accompanying family members, passport number and country of issue, immigration category, country of last permanent residence, education, intended occupation, money in possession on arrival in Canada, destination address and person willing to help, assisted passage warrant number, visa or letter of pre-examination data, authorization number, office of issue and date, medical data, admission date and other information pertaining to admission. To access this bank, the individual's name at entry, date of birth and year of entry are required. To access data concerning landing years 1908 to 1921, additional information is required, such as country of birth, port of entry, vessel (if applicable), and names of accompanying family members. Landing records prior to 1919 are in the custody of Public Archives. This personal information relates to the legal permanent admission of immigrants to Canada. The purpose of the bank is to record the legal permanent admission of immigrants to Canada. It is used to verify the right of persons to remain in Canada, to issue social insurance numbers, to confer citizenship, and to determine eligibility for family allowances, old age security and other social benefits. Information in this bank is used by the Insurance and Labour Market Programs of the EIC and the Immigration Appeal Board and it is used internally by the EIC for statistical, reporting internal audit and control purposes. Uses may include verification of an individual's permanent resident status, sharing of information with the Department of the Secretary of State (Citizenship Branch), External Affairs, Statistics Canada, Health and Welfare Canada, provincial departments such as social welfare and education as well as the Canadian Red Cross and the Salvation Army. The information may also be used in investigations by the RCMP and CSIS where these uses are pursuant to law. Information is shared with the Ontario Ministry of Revenue to verify residency requirements for eligibility to various benefit programs. Duplicates of some individual records may be kept in Canada Employment Centres for two years, where they are used to establish eligibility for programs and services of Employment and Immigration Canada. Records are maintained on magnetic tape as well as on microfilm images of source documents and are kept indefinitely.

EIC/P-PU-235
Immigrant Adjustment Assistance Record

Regional Director, Immigration
(See under Key Contacts for addresses of Regional Directors of Immigration)

This bank may include the following types of information: name, date and place of birth, mother tongue, authorization number (visa or assisted passage number), address, social insurance number, occupation, marital status, financial situation, date and port of arrival, name of spouse and number of dependants, date and amount of cheque, payee and purpose. Access to this bank may be gained by providing place of birth, date of birth and place and date of admission to Canada. This information relates to indigent newcomers to Canada in need of financial assistance until the deficit between their needs and the income available to these persons no longer exists. The bank serves as a record of adjustment assistance granted to newcomers in need. The information is used in the administration of financial assistance loans and only clients of Canada Employment Centres who have received assistance are identified in this bank. Consistent uses are that information in this bank may be used by Employment and Immigration Canada for purposes of research, planning, evaluation, statistics, internal audit and control and for Management Information System purposes. This information may also be shared with provincial welfare agencies for the purpose of determining entitlement to provincial programs. Information is normally kept from two to six fiscal years depending on the status of the recipient of the loan.

EIC/P-PU-240

Sponsors of Immigrants

Manager
Canada Immigration Centre (consult telephone directory for address)

Data on the sponsor includes name, age, labour force status, occupation and annual salary. Data on the immigrant to be sponsored includes name, relationship to guarantor, date, place and country of birth, citizenship and marital status. Duplicate information is held at External Affairs posts abroad. It may be included in the Immigrant Case File. Access to this bank may be gained by providing date and place of birth. This personal information relates to a Canadian citizen's or permanent resident's application to sponsor immigrants to come to Canada. This bank's purpose is to record information pertaining to such an application. Information may be used in the administration of immigration enforcement. The information is also used internally for Management Information System purposes and for purposes of research, planning, evaluation and statistics. It may also be used in investigations by the RCMP where these uses are pursuant to law. Other uses include sharing the information with federal, provincial and municipal departments and social agencies such as External Affairs, Health and Welfare, Workers' Compensation Boards, and social welfare and education departments. It may be used for internal audit purposes. Information is normally held for two years after last administrative action.

EIC/P-PU-245

Guarantors of Assisted Relatives

Manager
Canada Immigration Centre (consult telephone directory for address)

Data on the guarantor includes name, age, labour force status, occupation and annual salary. Data on relatives to be assisted include name, relationship to guarantor, date, place and country of birth, and citizenship. In some offices, it may be included in the Immigrant Case File. Duplicate information is held at External Affairs posts abroad. Access to this bank may be gained by providing date and place of birth. This personal information relates to a Canadian citizen's or permanent resident's application for the purpose of assisting relatives to come to Canada. This bank exists to record information pertaining to such an application. Information may be used in the administration and enforcement of immigration legislation. The information is also used internally for Management Information System purposes and for purposes of research, planning, evaluation statistics and internal audit. It may be used for investigations by the RCMP where these uses are pursuant to law. Other uses of this information include sharing with federal, provincial and municipal departments and social agencies such as External Affairs, Health and Welfare, Workers' Compensation Boards, and social welfare and education departments. Information is normally held for two years after the last administrative action.

EIC/P-PU-250

Records of Immigrant Settlement and Adaptation Program Contracting Agencies

Regional Director, Immigration
(See under Key Contacts for addresses of Regional Directors of Immigration)

The bank may contain names and other information pertaining to individual members or representatives of such contracting agencies. Access to this bank may be gained by providing the name and address of the organization. This personal information relates to voluntary non-government organizations that provide immigrant settlement and adaptation services for the Commission on a contract basis. The purpose of this bank is to provide a list of the contracted non-government agencies. Some of the information may be duplicated at Headquarters and used for monitoring purposes. The information may be used in decisions regarding the terms of such contracts, their renewal and the range of direct services provided to the newly arrived immigrants on a complementary basis. Information may be used for internal audit purposes. The bank's lifespan is continuous through the existence of the contract, and information is held for two years after termination of the contract or last administrative action.

EIC/P-PU-255

Private Visitors

Manager
Canada Immigration Centre (consult telephone directory for address)

Data on the host/hostess include name, date, place and country of birth, current citizenship, address, employment and financial information, relationship to the visitor and names of other persons being visited. The bank also records selected information on the visitor. Duplicate information may be held at External Affairs posts abroad. This personal information relates to the Canadian host/hostess and special categories of proposed private visitors who require a prearranged visa in order to visit Canada. The information is used by External Affairs posts abroad in the issuance of visitors' visas. Information from the file may be provided to the RCMP for an investigation of the host/hostess, the results of which may be entered into the bank. Information may also be used by EIC for administrative purposes such as research, planning, evaluation, statistics and internal audit. Information is normally held in a case file for two years after last administrative action.

EIC/P-PU-260

Immigration Security and Intelligence Data Bank

This bank may include information gathered by Canadian or foreign investigative bodies or law enforcement agencies. This personal information relates to persons known or suspected of engaging in activities contrary to the *Immigration Act*, as well as permanent residents or persons abroad known to be or suspected of being associated with terrorist, criminal or subversive organizations, or other persons whose entry would be dangerous to Canadian security. Information may be used in refusing entry to Canada or expelling such persons from Canada. Information may be used for internal audit purposes. Information is retained indefinitely.

EIC/P-PU-265

Enforcement Information Index System

The bank contains summary information gathered by Canadian or foreign law enforcement agencies or investigative bodies on such persons. This personal information relates to persons, some of whom may be permanent residents, whose entry or re-entry would be dangerous to Canadian security. The bank is used for identifying such individuals and referring them to more detailed immigration examinations. It may be used for internal audit purposes. Information is retained indefinitely.

EIC/P-PU-270

Enforcement Data System

Manager
Canada Immigration Centre (consult telephone directory for address)

The bank contains a record of the enforcement process under which persons are examined, which includes a report from an immigration officer, and a record of the enquiry, appeal and removal process. Records may include name, address, birthdate, country of birth, social insurance number, enforcement action undertaken (i.e., a report, arrest, enquiry or removal under the *Immigration Act*), and the date and place of each event in the process. The deportation order is available on persons subject to the enforcement process from January 1, 1973. Some of the information may be duplicated in the Immigrant Case File (EIC/P-PU-225) and the Permanent Resident Data System (EIC/P-PU-230). Persons seeking access to this information must supply their date of birth, approximate date of entry to Canada and port of entry. This personal information relates to persons who have been subject to the enforcement provisions of immigration law. The purpose of this bank is to help determine the admissibility of persons to Canada or the right of persons to remain in Canada, and to produce statistical reports in support of the enforcement function. Consistent uses include the use of this information by the Insurance and the Labour Market Programs of the EIC and by the Immigration Appeal Board. Other uses may include sharing information with the Department of the Secretary of State (Citizenship Branch), External Affairs, the Department of Justice and the Solicitor General. Information may also be provided to the RCMP and CSIS where these uses are pursuant to law. Information may be shared with Statistics Canada and External Affairs for statistical and planning purposes. It may also be used for internal audit purposes. Magnetic tape and microfilm records are retained permanently at headquarters in Ottawa. Records are retained permanently.

EIC/P-PU-275

Returning Resident Permit Case File

Manager
Canada Immigration Centre (consult telephone directory for address)

This bank may include the following types of information: name, date of birth, country of birth, sex, marital status, citizenship, date and place of landing in Canada, permanent residence in Canada and telephone number. Persons seeking access to this information bank must supply their date of birth, approximate date of permit issuance and office of issue. This personal information relates to permanent residents who have valid reasons for remaining outside of Canada for extended periods of time, according to the *Immigration Act*. The purpose of the bank is to facilitate the return to Canada of permanent residents. The information is used in the administration and enforcement of immigrant legislation. The information may be provided to the RCMP to investigate offences under the *Immigration Act*, and to CSIS where such use is pursuant to law. Information is held by name at Canada Immigration Centres and External Affairs posts abroad. It may also be used for internal audit purposes. Information is normally kept for one year after the issuance of the permit.

EIC/P-PU-280

Adjudication Case File

Division Chief for the office in which the hearing was conducted
(There are currently thirteen such offices across the country.)

The files contain only those documents brought forth at the hearing itself, so that both the individual concerned and the representative of the Commission have knowledge of the material before it is entered on file. Persons seeking access to this information bank must supply the location of the office in which the enquiry was held. This personal information, recorded by name, relates to an individual's case file when an adjudicator is called upon to conduct either an enquiry or a detention review. The purpose of this bank is to record information used in the conduct of immigration enquiries and detention reviews pursuant to the *Immigration Act* and Regulations. The material on file is used by the adjudicator who renders a decision based on the information adduced. It may also be used for internal audit purposes. The retention period for case files is five years.

EIC/P-PU-285

Visitor Case File

Manager
Canada Immigration Centre (consult telephone directory for address)

Records in this file may include the following information: name, date and country of birth, country of citizenship, marital status, address in Canada and abroad, accompanying family members, length of authorized stay and date of original entry, name and address of bond depositor, sum deposited, terms and conditions imposed, name of person signing bond, name of persons bonded, terms and conditions which they must meet, and acknowledgement of terms and conditions. Information is held at Canada Immigration Centres and at Immigration headquarters in Ottawa in cases receiving specific further consideration. Persons seeking access to this information bank must supply their date of birth, approximate date of permit and office of issue. The purpose of this bank is to record information pertaining to visitors to Canada. Information may be used in the administration and enforcement of immigration legislation. Consistent uses may include sharing information with the Insurance and Labour Market Programs of the EIC and with the Immigration Appeal Board. Information may also be shared with the Department of the Secretary of State (Citizenship Branch), External Affairs, the Department of Justice, the Solicitor General, CSIS and with the RCMP, where these uses are pursuant to law. It may be used for internal audit purposes. Information is normally kept from two to five years. Machine-readable records are kept indefinitely.

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

EIC/P-PU-290

Foreign Student Records and Case File

Manager

Canada Immigration Centre (consult telephone directory for address)

The file may contain information such as birthdate, country of citizenship, sex, maritial status, accompanying family members, nature and duration of studies, name and address of institution being attended and availability of funds. Depending upon circumstances of issue, information may be held at a Canada Immigration Centre and/or at External Affairs posts abroad. Persons seeking access to this bank must supply their name, date of birth and approximate date of temporary admission to Canada. This personal information relates to persons temporarily in Canada who are lawfully engaged in any recognized academic, professional or training course, which is the purpose for which this bank was established. Information may be used in the administration and enforcement of immigration legislation with respect to the length and purpose of stay in Canada. The information may also be used in investigations by the RCMP and CSIS where these uses are pursuant to law. Uses may include sharing information with the Department of External Affairs, Statistics Canada, with provincial departments responsible for education or immigration, and for statistical and planning purposes. It may also be used for internal audit purposes. Information is kept at EIC offices for the duration of the student's temporary stay or for two years from the date of last action on the case, whichever is longer. At External Affairs posts abroad the period of retention is one year from last action. Machine-readable records are kept indefinitely.

EIC/P-PU-295

Temporary Worker Records and Case Files

Manager

Canada Immigration Centre (consult telephone directory for address)

The bank may contain information such as birthdate, country of citizenship, sex, marital status, accompanying family members, address in Canada, personal qualifications, experience, nature of work, name and address of employer and social insurance number. Persons seeking access to this bank must supply their date of birth and approximate date of temporary admission to Canada. This personal information relates to persons temporarily in Canada who are lawfully engaged in employment. Information may be used in the administration and enforcement of immigration legislation with respect to the length and purpose of the visitors' stay in Canada as well as any conditions governing the nature and locale of their employment. Consistent uses may include sharing information with the Department of External Affairs, the Secretary of State (Citizenship Branch) and with provincial departments responsible for immigration. The information may also be used in investigations by the RCMP and CSIS where these uses are pursuant to law. It may be used for internal audit purposes. Depending upon circumstances of issue, information may be held at either a Canada Immigration Centre or at External Affairs posts abroad, or both. The information is kept at EIC offices for the duration of the worker's temporary stay or for two years from the date of last administrative action on the case, whichever is longer; at External Affairs posts abroad, the period of retention is one year from last action. Machine-readable records are kept indefinitely.

EIC/P-PU-300

Minister's Permit Case File

Manager

Canada Immigration Centre (consult telephone directory for address)

The bank serves as a repository for detailed and summary documentation on permit holders. It may include the following types of information: applications for permanent residence and visitor visas; assessments by immigration officers; enquiry and removal documentation; financial documentation; name, date and place of birth; citizenship; date and place of issue and validity of permit; details on the person's inadmissibility grounds; and details on the person's present or earlier status. Information may be held in one or more geographic locations; Canada Immigration Centres contain files on permit holders processed through these offices while Immigration headquarters in Ottawa maintains records on cases receiving specific further review (i.e. for medical, criminal or security reasons). Persons seeking access to this information must supply their date of birth, approximate date of permit issuance and office of issue. This personal information relates to inadmissible or removable persons according to the *Immigration Act*, who are allowed to come into or remain in Canada for humanitarian or national interest reasons. The purpose of this bank is to record information pertaining to permit holders. Information may be used in the administration and enforcement of immigration legislation. This information may be used internally by the Insurance and Labour Market Programs of the EIC, by the Immigration Appeal Board and for internal audit purposes. Other uses may include sharing information with the Department of State (Citizenship Branch), External Affairs, the Department of Justice, Solicitor General, Statistics Canada, Health and Welfare Canada and the various provincial ministries of health. Information may also be used in investigations by the RCMP and CSIS where these uses are pursuant to law. Paper records are retained for two years after cancellation or expiry of permit. Machine-readable files are kept indefinitely.

EIC/P-PU-305

Transportation, Admissibility and Assistance Loans

Manager

Canada Immigration Centre (consult telephone directory for address)

Only individuals who have received transportation loans are identified in this bank. This bank may contain the following information: name, birthdate, visa number, transportation warrant number, address, social insurance number, occupation, name and address of employer, marital status, date and port of arrival, name of spouse and number of dependants, status and amount of outstanding loan and credit reports of the individual's financial status, and payee and purpose. Access to this bank may be gained by providing date of birth, date of admission to Canada, as well as file number and transportation warrant number. This information relates to immigrants and other classes of persons in need of relocation, who do not have disposable assets for themselves or their families to pay the cost of their transportation to Canada, or from their port of admissibility arrival to their final destination in Canada; CTCs/DCs to establish their admissibility to Canada (medical costs overseas); and to those newcomers in need of financial assistance who are not eligible for adjustment assistance contributions. This bank serves as a record of the amount of loans issued and repaid under the Transportation Loan Program. Information in the bank is used for the administration of the program. The information may be used by Employment and Immigration Canada for Management Information purposes and for purposes of research, planning, internal audit, evaluation and statistics. The information is held from two to six fiscal years, depending on the status of the loan.

EIC/P-PU-310

Sponsors of Refugees and Other Special Classes — Constituent Groups of National Organizations

Regional Director, Immigration
(See under Key Contacts for addresses of Regional Directors of Immigration)

The bank contains the group's name and address, a letter of approval from the national organization, and the number and names of refugees whom the group wishes to sponsor. Information relating to these sponsorships may be held at the local Canada Immigration Centre or at regional or national headquarters. Access may be gained by providing the name and address of the sponsoring group. Personal information relates to constituent groups of national or major organizations that have signed a master agreement with the Minister of Employment and Immigration to sponsor Convention Refugees and members of special classes designated by the Governor-in-Council under Section 6(2) of the *Immigration Act*, 1976. The purpose of this bank is to maintain a record of the applications by constituent groups of national organizations or other major organizations. The information is used internally for statistical purposes. Internal audits and selected information may be shared with External Affairs posts abroad to process the sponsored individuals. The documents are held for two years from the date of arrival of the sponsored refugee.

EIC/P-PU-315

Sponsors of Refugees and other Special Classes — Local Groups and Incorporated Organizations

Regional Director, Immigration
(See under Key Contacts for addresses of Regional Directors of Immigration)

The bank contains the names and addresses of members of the sponsoring group or organization; information on financial resources available to support their sponsorship application; experience in assisting refugees or immigrants; and the number or names of refugees whom the group wishes to sponsor. In the case of groups of individuals, information includes the members' occupations and citizenships. Information relating to these sponsorships may be held at the local Canada Immigration Centre or at regional or national headquarters. Access may be gained by providing the name and address of the sponsoring group. Personal information relates to local groups of five or more individuals and incorporated organizations that sponsor Convention Refugees and members of special classes designated by the Governor-in-Council under Section 6(2) of the *Immigration Act*. Information is also used internally for statistical purposes. Internal audit and selected information may be shared with External Affairs posts abroad to process the sponsored individuals. The documents are held for two years from the date of arrival of the sponsored refugee.

EIC/P-PU-320

Refugee Claim Tracking System

Manager
Canada Immigration Centre
Employment and Immigration Canada (consult telephone directory for address)

This bank contains some or all of the following information: name, date of birth, citizenship, country of last permanent residence, sex, details of enforcement action taken, passports/travel documents, marital status,dates for the various stages of the refugee determination process and the decisions of the Minister's Delegate and the Special Review Committee. This system records information on persons who during the course of the inquiry stage of the enforcement process have made claims that they are Convention Refugees. The system also records information on persons in Canada with Valid Visitor Status who have requested that they be considered as Convention Refugees. The short-term purpose of this bank is to establish the extent of the refugee claims backlog. The long-range purposes are to maintain a record of the processing stages to establish where backlogs are likely to occur in the future and to provide information on persons who make refugee claims and their progress through the refugee claim process. The information in this bank may be used by headquarters staff of EIC, the Refugee Status Advisory Committee, Canada Immigration Centres, the Special Review Committee, the Immigration Appeal Board, and the federal courts. It also may be used for internal audit purposes. Manual records are retained at Canada Immigration Centres for up to five years. Magnetic tape and microfilm records are maintained indefinitely at Headquarters in Ottawa. Persons seeking access to this information must supply their name, date of birth, and the approximate date on which the refugee claim was made.

Electronic Data Processing (EDP) Systems

The Immigration Group uses an integrated clerical, manual and EDP system to deliver its programs and services. The following sub-systems support the various immigration programs and services. These sub-systems may support several of the information banks aready described; the numbers of the corresponding banks are given in all instances. All sub-systems are linked to each other, either by a full computer connection (interface), or by information enabling a physical check of the systems. Therefore, actions in one sub-system can and do effect the smooth running of others. Approximately 25 separate immigration forms, with a total volume of 1,000,000 documents, are processed through these sub-systems each year.

- Immigration Data System Overseas (IDSO) (EDP-1); Immigration Data System Canada (IDSC) (EDP-2): IDSO and IDSC maintain a record of all applications for permanent resident status either at an overseas office or from within Canada. The systems produce information in support of the recruitment and selection function. The data is case-oriented and can only be accessed by providing the case serial number recorded on the landing record. Files, including microfilm records, date back to 1975. Records are kept indefinitely. There are approximately 1,000,000 records on file. (EIC/P-PU-225)

- Landed Immigrant Data System (EDP-3): the Landed Immigrant Data System retains a permanent record of the granting of permanent residence to individuals. Its main purpose is to create an official name index which is used by immigration officers in Canada and abroad to verify an individual's status in Canada as well as legal proof of residence for citizenship, Old Age Security, Family Allowance, welfare, etc. In addition, information from the system is the sole source for all Commission reports on permanent residents. (EIC/P-PU-230)

- Visitor Data System (EDP-4): the Visitor Data System retains a permanent record of all persons who have been granted permission to enter or remain in Canada for a temporary period either as a visitor, student, temporary worker or permit holder. Its main purpose is to create an official name index which is used by immigration officers in Canada to verify an individual's status in Canada. In addition, information from this system is the sole source for all Commission reports on visitors and

Minister's permit holders. Data to produce the annual report to Parliament on Minister's permits is retained in this system. (EIC/P-PU-285; 290; 295; 300)

- Enforcement Information Index (EII) (EDP-5): (See EIC/P-PU-265 for details.)
- Enforcement Data System (EDS) (EDP-6): (See EIC/P-PU-270 for details.)
- Field Operational Support System (FOSS) (EDP-7): FOSS is designed to extract relevant information from other Immigration sub-systems in order to allow status checks by field offices via computer terminal or microfiche. It is the basic support of the enforcement function. The feeder systems are: Enforcement Information Index (EII); Enforcement Data System (EDS), the Landed Immigrant Data System, and Visitor Data System (VIDS). The integrity of FOSS is dependent upon the other sub-systems. FOSS output is available through an on-line terminal system in Canada. A set of microfiche containing EDS and EII cases is also distributed in Canada and abroad. (EIC/P-PU-270)

Strategic Policy and Planning Group

All partial addresses given below for this group may be completed as follows:

Strategic Policy and Planning Group
Employment and Immigration Canada
Phase IV, Place du Portage
Hull, Québec
K1A 0J9

EIC/P-PU-325
Exhaustee Survey

Chief
Technical Support Services
Unemployment Insurance Analysis Directorate

This bank includes results of surveys of individuals who have exhausted their entitlements to unemployment insurance benefits. Information in this bank contains profiles of respondents in terms of their labour force activities since exhausting benefits, methods used to secure employment, financial difficulties encountered, family characteristics, as well as claim data held in the Benefit and Overpayment Master File (EIC/P-PU-180). The bank presently contains data from the Exhaustee Surveys of August 1982, October 1982 and June 1984. This information relates to unemployment insurance claimants who have exhausted their entitlements to benefits. Information in this bank is used to analyze and alleviate the problems of persons exhausting their entitlements to unemployment insurance benefits. This information is used only by analysts for the purpose of conducting research evaluation and statistical studies into Unemployment Insurance Policy matters, and exclusively for statistical purposes. In no instance is information used to make administrative decisions affecting individuals who have provided the information. Authority for the collection of this information is provided by the *Unemployment Insurance Act* and the *Employment and Immigration Reorganization Act*. Uses consistent with the purposes for which information in this bank has been collected include merging with the Benefits and Overpayments Master File (EIC/P-PU-180) and may include merging with the Longitudinal Labour Force File (EIC/P-PU-335), the Record of Employment File (EIC/P-PU-385) and T4F and T4S slips for the purpose of analysis. In no instance is merged information used to make administrative decisions affecting individuals in respect of whom information has been merged, nor are merged records retrievable by personal identifier. Data in this bank is retained indefinitely. Individuals seeking access to information they have provided to any of the exhaustee surveys should provide their names, the year and month in which they were surveyed, and their telephone numbers at the time of the survey. Alternatively, they could provide their social insurance number along with the year and month in which they were surveyed.

EIC/P-PU-326
Labour Market Surveys (New)

This bank is used as a repository for the results of labour market surveys of former unemployment insurance benefit claimants. Information in this bank includes labour market activities, family composition, educational and training activity and educational background, individual and family income from employment, financial and labour market difficulties encountered while unemployed, the circumstances of becoming unemployed, methods used to secure employment, moving from one location in Canada to another in search of employment, and labour market activities at the time of the survey. This information relates to former unemployment insurance benefit claimants. Information in this bank is obtained for the purpose of statistical analysis in support of policy research activity undertaken within the Canada Employment and Immigration Commission and the Department of Employment and Immigration. Data from the surveys are used to tabulate statistics at the aggregate level to be used in reports, research, and evaluation studies. In no instance is information used to make administrative decisions affecting individuals who have provided the information. Authority for the collection of this information is provided by the *Unemployment Insurance Act*, the *National Training Act*, and the *Employment and Immigration Reorganization Act*. Uses consistent with the purposes for which information in this bank is collected include merging with the Benefits and Overpayments Master File (EIC/P-PU-180) and may include merging with the Longitudinal Labour Force File EIC/P-PU-335), the Record of Employment File (EIC/P-PU-385) and T4F and T4S slips for the purpose of analysis. In no instance is merged information used to make administrative decisions affecting individuals in respect of whom information has been merged, nor are merged individual records retrievable by a personal identifier. Bank data is retained indefinitely. Individuals seeking access to information they have provided to any of the Labour Market Surveys should provide their names, the year in which they were surveyed and their address and telephone number in that year. Alternatively, they could provide their social insurance number, together with the year in which they were surveyed.

EIC/P-PU-330
Employment Service Evaluation

Director
Human Resource Development Programs Division
Program Evaluation Branch
Strategic Policy and Planning

This bank is used as a repository for the results of the employers' survey carried out in 1982. It contains records of employers who used the services provided by the CECs, the hiring methods, and opinions of CEC services. Persons seeking access to this information bank must supply identification of the employer. This personal information relates to participants in the survey of employers carried out in 1982. The data are used to assess the quality of referrals and placements done by the CECs. No other research or evaluation uses of the data are anticipated. The information may be used for internal audit purposes. Information is normally kept for ten years or until the program is re-evaluated.

EIC/P-PU-335

Longitudinal Labour Force File

Director
Data Development Division
Strategic Policy and Planning
Employment and Immigration Canada
Place du Portage
Phase IV-8th Floor
Hull, Québec
K1A 0J9

The bank contains the following information: social insurance number, sex, date of birth, name and initials of the person. It may contain information on income, periods of employment and of unemployment, elegibility for unemployment insurance, family situation, education and National Training Program courses taken. The information is drawn from the National Training Program banks, unemployment insurance administrative files (EIC/P-PU-180 and EIC/P-PU-385), SIN registrations and T4-S and T4-F slips issued for income tax purposes. This information is updated annually, a practice began in 1971. This personal information relates to a sample of all persons who possess a social insurance number, namely those whose SIN ends in the number 5. The purpose of the bank is to maintain information on the work history of individuals in a form useful for research and analysis. It is also used for the evaluation of employment and insurance programs in EIC and to elaborate or modify policies related to these programs. Consistent uses for the information include it being used by government and non-government organizations to conduct research into the labour force, the labour market and selected fields. It may also be used for internal audit purposes. The information is kept indefinitely.

EIC/P-PU-340

National Institutional Training Program Participant Follow-up

Director
Human Resource Development Programs Division
Program Evaluation Branch
Strategic Policy and Planning

The bank contains information from follow-up surveys of trainees including data items such as employment history and wages after training, the retention and usefulness of skills after training, and satisfaction with the program. Administrative data on the trainee such as name, sex, date of birth, marital status, education, and data describing the course are also included in the data bank. This personal information relates to trainees who participated in institutional training courses purchased under the program and a small comparison sample of CEC clients and unemployment insurance claimants. The data are used in the evaluation of the effectiveness of the National Institutional Training Program. No other research or evaluation uses of the data are anticipated. The information may be used for internal audit purposes. Questionnaires are retained for one year after completion of the evaluation report. The evaluation database on computer tapes is retained for about three years after completion of the evaluation.

EIC/P-PU-345

National Industrial Training Program Participant Follow-up

Director
Job Creation and Employment Services Division
Program Evaluation Branch
Strategic Policy and Planning
CEIC

The bank contains information from one or more follow-up questionnaires administered to a sample of trainees, including the start and completion of training, interruptions in training, employment history and wages before and after training, and retention and usefulness of skills. Administrative data on the trainee such as name, sex, date of birth, marital status, education and data describing the contract with the training employer are also included in the data bank. This personal information relates to on-the-job trainees whose training is funded by the National Industrial Training Program through subsidies to their employers. The data are used in the evaluation of the effectiveness of the National Industrial Training Program. No other research or evaluation uses of the data are anticipated. The information may be used for internal audit purposes. Questionnaires are retained for one year after completion of the evaluation report. The evaluation database on computer is retained for about three years after completion of the evaluation.

EIC/P-PU-350

Employment Programs for the Youth

Director
Job Creation and Employment Services Division
Program Evaluation Branch
Stratgegic Policy and Planning
CEIC

This bank contains information from administrative forms and follow-up surveys of participants in youth employment programs (students and non-students), on registered and non-registered clients and on job orders in Canada Employment Centres for students. The data include socioeconomic characteristics and services CEC-registered clients received from CEC counsellors. There is no access to the Canada Student Summer Employment Survey because individual identification was not required. Persons seeking access to the information bank should supply their project number and their employee number. This personal information relates to participants in youth employment programs. Data from the following surveys are included in this bank: the Survey of the Summer Youth Employment Program 1980, and the Canadian Student Summer Employment survey. The data will be used for the evaluation of the various youth employment programs. No other research or evaluation uses of the data are anticipated. This information may be used for internal audit purposes. Information is normally kept for ten years or until the program is re-evaluated.

EIC/P-PU-355

Direct Job Creation Programs

Director
Job Creation and Employment Services Division
Program Evaluation Branch
Strategic Policy and Planning
CEIC

This bank contains information obtained from administrative forms and follow-up surveys of participants in direct job creation programs (excluding youth programs). These include socioeconomic characteristics, information on the employment situation following project participation, and opinions on the degree of satisfaction with the programs or project constituents. For some programs, however, individual identification may be impossible since identifiers are erased. Persons seeking access to this information bank must supply both their project and their client number. This personal information relates to participants in direct job creation programs excluding youth programs. The programs included in this bank are Summer Canada 1982 Special Initiatives, and unemployment insurance job creation programs. The data are used in the evaluation of various job creation programs. No other research or evaluation uses of the data are anticipated. The information may be used for internal audit purposes. Information is normally kept for ten years or until the program is re-evaluated.

EIC/P-PU-360
Outreach Program Information System

Director
Job Creation and Employment Services Division
Program Evaluation Branch
Strategic Policy and Planning
CEIC

This bank contains information focussing on the socioeconomic characteristics of clients when they first register for employment or counselling with an OUTREACH project. The data include age, sex, education, employment history and the type and severity of the client's employment problems. Persons seeking information, in the case of the employers' information, must provide the ETCP contract number and the year of the contract. This personal information relates to special needs clients who experience severe difficulty in the labour market and who are not effectively able to benefit from CEC services. The data are used in evaluation of the effectiveness of the OUTREACH program. No other research or evaluation uses of the data are anticipated. The information may be used for internal audit purposes. The information is normally kept for ten years or until the program is re-evaluated.

EIC/P-PU-365
Employment Tax Credit Evaluation Data

Director
Job Creation and Employment Services Division
Program Evaluation Branch
Strategic Policy and Planning
CEIC

This bank contains information gathered from the follow-up survey of employers participating in the Employment Tax Credit Program (ETCP). Data were collected on the size and type of firm, number of participants hired under the program, the number retained, skills involved and special counselling or supervision provided. It also contains employers' views on the program in general, on the unemployed youth hired under the program, on the work done by youths hired, wage subsidies given and services provided by the CECs. Persons seeking information, in the case of employers' information, must provide the ETCP contract number and the year of the contract. This personal information relates to employers who participated in the ETCP. The data are used in the evaluation of the effectiveness of the Employment Tax Credit Program. No other research or evaluation uses of the data are anticipated. Information may be used for internal audit purposes. Information is normally kept for ten years or until the program is re-evaluated.

EIC/P-PU-370
Job Experience Training — Program Evaluation Data

Director
Job Creation and Employment Services Division
Program Evaluation Branch
Strategic Policy and Planning
CEIC

This bank contains information from registration-for-employment forms and follow-up surveys of participants in the JET program. These follow-up surveys were carried out six weeks, eight weeks and fourteen weeks after termination of the contract period (May 1978) and are based on a 20 per cent representative sample of participants. An employer follow-up survey focussing on the socioeconomic characteristics was also carried out in June 1978. For access to the employer's follow-up survey the name of the firm is required. This personal information relates to participants in Job Experience Training (JET) programs (employees and employers). The data are used in the evaluation the effectiveness of the Job Experience Training program. No other evaluation or research uses of the data are anticipated. Information may be used for internal audit purposes. Information is normally kept for ten years or until the program is re-evaluated.

EIC/P-PU-375
Longitudinal Survey of Indochinese Refugees

Director
Policy Development Directorate
Policy and Program Development Immigration
Employment and Immigration Canada
Place du Portage, Phase IV
Hull, Québec
K1A 0J9

The data bank contains the responses to the questionnaire "Life in Canada" received in 1981, 1982 and 1983 and selected corresponding data (e.g. age, sex) from the immigration application form ("Immigrant Visa and Record of Landing" and "Immigrant Assessment Record"). Personal information relates to a survey sample of Indochinese refugees, heads of household or single persons who arrived in Canada from August to December 1979. The bank is used to evaluate programs and to plan policies affecting the settlement of refugees in Canada. No administrative use is anticipated, but the information may be used for internal audit purposes. The survey files will be kept for several years in order to report the findings and to allow various secondary data analysis.

EIC/P-PU-380
Survey of Immigrants — Family Class

Director
Policy Development Directorate
Policy and Program Development Immigration
Employment and Immigration Canada
Place du Portage, Phase IV
Hull, Québec
K1A 0J9

The information collected by telephone includes the following subjects: the place of permanent residence; the size and type of household; the relation with the sponsor; the main help received from the sponsor; the status of the sponsor's permanent residency in Canada; the number of persons who have been and who may be sponsored; school attendance and training; the type of course; the registration time and whether the course was arranged by a Canada Employment Centre; the outcome of the course; knowledge of French and English; activity status; self-employment; the relation with employer; the number of simultaneous jobs; type of work (full-time, part-time) and the main reason; occupation; industry; work status and usual occupation in last country of permanent residency; labour force activity status during last year; the level of earnings from employment and total income; geographical mobility and main reason; uses of Canada Employment Centres and settlement services proposed by immigrant. The data collected on the above subjects were merged with corresponding administrative data (date of landing in Canada, age, sex, country of last permanent residence, marital status, family situation; mother tongue, place of destination in Canada, intended occupation in Canada, education and knowledge of official languages) taken from the "Immigration Visa and Record of Landing" application form stored in the Landed Immigrant Data System of Employment and Immigration Canada. This personal information relates to family class immigrants, aged 18 to 64 years, landed in Canada during the period of April 1981 to March 1984 who had the intention of settling in the metropolitan areas of Montréal, Toronto, Winnipeg, Calgary and Vancouver. The survey is carried out with the purpose of establishing a better data source and therewith reporting certain aspects of the settlement and integration experience of family class immigrants in Canada. Part of the data could be included in the "Annual Report on Future Immigration Levels" presented to Parliament. This improved data bank will be used for planning and administration by identifying priority areas where a policy or a program could be beneficial. The information may be used for internal audit purposes. The data will be kept on the files of Employment and Immigration Canada for use during the years following fiscal year 1985-86.

National Services

EIC/P-PU-385

Record of Employment (Third Copy)

Manager
Central Index
P.O. Box 7000
Bathurst, New Brunswick
E2A 4L8

or

Manager
Canada Employment Centre (consult telephone directory for address)

This bank is created from copies of individual Record of Employment forms, received by the EIC from employers. Each record may contain employee's name, address, social insurance number and occupation, data pertaining to the length of employment, date and reason for separation, and insurable weeks and earnings of the employee. All requests for access must contain the period of employment covered by the record of employment. This personal information relates to unemployment insurance claimants as well as those people who changed jobs but did not claim unemployment insurance benefits. This bank is used in the administration and enforcement of the *Unemployment Insurance Act*. The information may be used by Employment and Immigration Canada for statistical, planning and internal audit purposes and may be shared with other federal or provincial departments, subject to formal agreement, for research, planning, evaluation and administrative purposes. It may also be released to the issuing employer in exceptional circumstances. Releases of information are subject to the provisions of Section 114 of the *Unemployment Insurance Act*. Files are retained for four years.

EIC/P-PU-390

Social Insurance Number Registration

Manager
Central Index
P.O. Box 7000
Bathurst, New Brunswick
E2A 4L8

Information in the individual records includes the applicant's first name, middle name, and surname, date of birth, surname at birth, other surnames formerly used, sex, whether the applicant is a twin, place of birth, father's full name, mother's maiden name; it also shows the social insurance number (SIN) issued or re-issued, marital status, status in Canada, telephone number, mailing address, and may include the name and address of the employer. The microfilm image also shows the date of application and witnesses when required. The SIN program provides for the control and issuance of SINs to Canadian citizens, permanent residents, individuals who are neither Canadian citizens nor permanent residents, and for the confirmation of SIN information for certain government departments. This bank contains a microfilm image of each approved application for issuance of a social insurance number, for issuance of a replacement social insurance number card, or for amendment of social insurance register records. This information is collected for use in the administration of the *Unemployment Insurance Act*, the *Canada Pension Plan Act* and the *Old Age Security Act*; It is therefore accessible to the federal government officials whose responsibilities lie in those program areas. It may also be used for internal audit purposes. Exchange of information with Revenue Canada/Taxation and other federal departments is also provided for, both under the *Canada Pension Plan Act*, under the *Health and Welfare's Family Allowance Act*, and under the *Unemployment Insurance Act*. Similarly, special social insurance numbers are issued for immigration and other purposes to persons who are neither Canadian citizens nor permanent residents pursuant to the Unemployment Insurance Regulations in conjunction with the *Immigration Act*. Therefore, information on the Social Insurance Number Register is exchangeable with EIC officials administering the immigration program. Section 126(4) of the *Unemployment Insurance Act* provides for the use of Social Insurance Register data for the accurate identification of individuals and for the effective use by such individuals of their social insurance cards and numbers. On this basis, the Central Index will, If an authorized enquirer presents data about a SIN holder sufficient to identify that holder on the Social Insurance Registers, divulge the holder's SIN to the enquirer. This is known as 'give the SIN' and is extended to employers including some federal and provincial departments. This service is also extended to other government departments, and to organizations in other levels of governments, where the Commission has approved such an exchange with the enquiring organization. Examples are: Department of National Defence (the social insurance number is used as a service number by armed services personnel), Department of Veterans Affairs, Prince Edward Island Medical Care Plan (administration of Health Insurance Plan), Régie des rentes du Québec (administration of the Québec Pension Plan), and Régie de l'assurance-maladie du Québec (administration of the Québec Health Insurance Plan). Moreover, an employer or former employer who has lost contact with an employee and who needs his/her SIN to meet legal requirements, can obtain it through the Central Index. The RCMP may request data from the bank when they are required for the purposes of investigations under the *Unemployment Insurance Act*, the *Canada Pension Plan Act*, *Family Allowance Act*, the *Income Tax Act*, and the *Old Age Security Act*. Data may also be released to the RCMP to assist the Force to identify deceased persons and to inform their next of kin, of death would otherwise make such identification and notification difficult. Finally, the RCMP may request the identity of the person whose social insurance number appears inscribed upon an item of property believed stolen, where it appears that the owner intended his/her SIN to be used this way. The RCMP may also request information from the Social Insurance Registers for the purposes of accurate identification of individuals. Other police forces may request similar information, but only through the RCMP. Data are retained for an indefinite period. All requests for access by individuals must include name, social insurance number, place and date of birth of the individual and mother's maiden name and be accompanied by the same documentary proof of identify required in submitting an original application for a social insurance number. Particulars of the documentary evidence required can be obtained by contacting any local office of the Canada Employment and Immigration Commission.

EIC/P-PU-395
Canadian Government Annuities

Manager of Annuities
P.O. Box 12000
Bathurst, New Brunswick
E2A 4L8

This bank contains the contract number, name, social insurance number, sex, date of birth, beneficiary, place of birth, address, residency, records of employment, bank account data, as well as premiums, annuity purchased or being paid, related terms and conditions and taxation information. The bank may be accessed by use of a contract number if it is known. This personal information applies to persons who bought Canadian government annuities as private individuals or through pension fund contributions. The purpose of the bank is to administer annuity contracts entered into by employers and individuals. The information is shared for administrative purposes with Veterans Affairs Canada, National Health and Welfare, and Supply and Services Canada. It also may be used for internal audit purposes. The information is also shared with Revenue Canada/Taxation and provincial taxation services, these being uses authorized by law. Some of these agencies and others use the information for statistical purposes. Files are retained until all benefits from the annuities are paid.

Electronic Data Processing (EDP) Systems

National Services uses integrated clerical, manual and electronic data processing systems to deliver EIC's services. The following systems support the administration of the social insurance number program and the Canadian Government Annuities program, which are administered by the group, as well as the Record of Employment (third copy) program.

- Information Systems — Social Insurance Number Registration (EDP-1): these systems support the administration of the social insurance number (SIN) program by maintaining a database of all SINs issued in Canada which is used to validate SIN data, produce reports and micrographics. Information is held on magnetic tape. (EIC/P-PU-390)
- Information Systems — Annuities (EDP-2): these systems support the administration of the Canadian Government Annuities Program, and are used to produce payments; T4 slips for annuity contracts in payment; related financial, actuarial and administrative reports; and a database for contracts not yet in payment. Information is held on magnetic tape. (EIC/P-PU-395)
- Insurance Systems — Control (EDP-3): these systems support the insurance control activities, by using information from the Record of Employment, Report on Hirings, Wage Loss Insurance Program and other EIC control systems to identify fraud and abuse of insurance programs. (EIC/P-PU-385)

Executive Secretariat

EIC/P-PU-400
Information Disclosures to Investigative Bodies

This bank contains a copy of access request or T.B. form 350-56 (83/2) Request for Disclosure to Federal Investigative Bodies, forwarded by investigative bodies as listed in Schedule II of the *Privacy Act* to EIC under Section 8(2)(e) of the same Act. These nationwide requests concerning individuals are made to enforce the law. This bank also contains the replies to such requests and gives particulars concerning information related to their processing. It is used to verify the conditions of disclosure to federal law enforcement bodies which are met under Section 8(2)(e) of the *Privacy Act* and to account to the Privacy Commissioner for the report on the number of access requests received annually under the *Privacy Act*. This personal information relates to persons being investigated by federal law investigative bodies pursuant to law. This bank is comprised solely of requests concerning persons for the purpose of law enforcement, and replies to such requests. In order to respond appropriately, information is obtained as necessary from nine major groups (four provide services to the public, five provide professional, technical and administrative services). The files are retained for two years after date of last correspondence (Privacy Regulations, paragraph 7, 1982-1983).

EIC/P-PU-405
Privacy Act Requests

Director
Public Rights Administration
Employment and Immigration Canada
Place du Portage, Phase IV
Hull, Québec
K1A 0J9

or

Regional Privacy Advisor
(See under Access Procedures for addresses of Regional Privacy Advisors)

Description: This bank contains the Personal Information Request Forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. Information on exemptions claimed or on complaints handled may also be included.
Class of Individuals: Individuals who apply under the *Privacy Act* for access to their personal file.
Purpose: The bank is used for processing access requests only and to report on the number of access requests received annually.
Consistent Uses: It may be used for internal audit purposes.
Retention and Disposal Standards: Files are kept for two years.
PAC# = 85-001
TBS Registration Number: 001783

EIC/P-PU-410
Access To Information Act Requests

Director
Public Rights Administration
Employment and Immigration Canada
Place du Portage, Phase IV
Hull, Québec
K1A 0J9

This bank contains Access Request Forms sent by individuals pursuant to the *Access to Information Act*, the replies to such requests and information related to their processing. Information on exclusions or exemptions claimed or on complaints handled may also be included. The classes of individuals this information relates to include Canadian citizens, permanent residents within the meaning of the *Immigration Act*, or other persons as approved by the Governor-in-Council. The bank is used to record the processing of requests under the *Access to Information Act* and to report on the number and type of requests received and disposed of annually; the fees collected; and administration costs. Request forms are retained for two years.

EIC/P-PU-415
Human Rights Case Files

Director
Public Rights Administration
Employment and Immigration Canada
Place du Portage, Phase IV
Hull, Québec
K1A 0J9

This bank contains copies of correspondence and other forms of communication relating to complaints made by individuals or groups under the *Canadian Human Rights Act* (CHRA) and filed with the Canadian Human Rights Commission (CHRC) against Employment and Immigration Canada (EIC). The personal information relates to persons or bodies which have filed a complaint under the CHRA. The purpose for the information in this bank is to retain, under the identity of the complainant, all materials relevant to the complaint to provide a means to analyse and resolve the matter at hand. Summary case data are also used for management information purposes, as a consistent use. The files are retained for three to five years after last administrative action.

Personnel Group

EIC/P-PU-420
Application for Employment

Chief of Staffing
Headquarters Personnel Services
Employment and Immigration Canada
Place du Portage
Phase IV, 3rd Floor
Hull, Québec
K1A 0J9

or

Regional Personnel Managers
(See under Access Procedures for addresses of Regional Offices)

Information in the bank includes curricula vitae of persons interested in working for Employment and Immigration Canada (EIC) and requests for transfers from employees of other departments within the federal government or provincial governments. All applicants for employment with EIC are identified in the bank. The purpose of the bank is to maintain a record of applications for employment received from the general public. The bank is used to store papers and documents received from applicants for jobs and transfers. The information may be used for internal audit purposes, as a consistent use. These records are retained for a period of two years.

EIC/P-PU-425
Personal Service Contracts

At National Headquarters:
Director, Materiel Management
Employment and Immigration Canada
Place du Portage
Phase IV, 2nd Floor
Hull, Québec
K1A 0J9

or

Regional Chiefs of Materiel Management
(See under Access Procedures for addresses of Regional Offices)

Description: The bank may contain information on the qualifications and work experience of the contractor, letters of reference, details of the contract, and assessments of the contractor's performance.
Class of Individuals: Individuals who have signed personal service contracts with Employment and Immigration Canada.
Purpose: The purpose of this bank is to document individuals who have signed personal service contracts with Employment and Immigration Canada. The information may be used to determine terms of payment, contract extension or renewal and in other decisions pertaining to the contract.
Consistent Uses: Information may be used for internal audit purposes.
Retention and Disposal Standards: Files are destroyed six fiscal years after termination of contract.
PAC# = 78-001
TBS Registration Number: 001785

Classes of Personal Information

Unemployment Insurance/Job Creation Program

The principal objectives of the Unemployment Insurance/Job Creation Program are to use income maintenance expenditures more effectively to create assets of value to the community and to ensure continued utilization of the skills of workers during periods when they have been laid off. Letters written by the general public asking for any type of information on the program, and responses to these letters, are placed on EIC program files and are not retrievable by personal identifiers. They may, however, contain personal information. Any questions relating to benefits are referred to the Insurance Group and letters from claimants will be found in the banks relating to the unemployment insurance program (EIC/P-PU-005, EIC/P-PU-150, EIC/P-PU-160, EIC/P-PU-165).

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The Department of Employment and Immigration and the Canada Employment and Immigration Commission share common personnel and administrative services.

Current employees should forward their requests for access to one of the following addresses, as appropriate.

Headquarters

Director, Headquarters Personnel Services
Employment and Immigration Canada
Place du Portage
Phase IV, 3rd Floor
Hull, Québec
K1A 0J9

Regional Personnel Managers

Newfoundland
P.O. Box 12051
167 Kenmount Place
St. John's, Newfoundland
A1B 3Z4

Nova Scotia
P.O. Box 2463
1888 Brunswick Street
Halifax, Nova Scotia
B3J 3E4

Prince Edward Island
P.O. Box 8000
85 Fitzroy Street
Charlottetown, Prince Edward Island
C1A 8K1

New Brunswick
565 Priestman Street
P.O. Box 2600
Fredericton, New Brunswick
E3B 5V6

Québec
1441 St. Urbain Street
2nd floor
Montréal, Québec
H2X 2M6

Ontario
Canada Square
4900 Yonge Street
Suite 700
Willowdale, Ontario
M2N 6A8

Manitoba
Eaton Place, Suite 710
330 Graham Avenue
Winnipeg, Manitoba
R3C 4B9

Saskatchewan
Financial Building
2101 Scarth Street
Room 800
Regina, Saskatchewan
S4P 2H9

Alberta/Northwest Territories
Batoni — Bowlan Building
9925 — 109th Street
Edmonton, Alberta
T5K 2J8

British Columbia/Yukon Territory
Royal Center, P.O. Box 11145
1055 West Georgia Street
Vancouver, British Columbia
V6E 2P8

PARTICULAR BANKS

EIC/P-PE-801
Supernumerary Records

Director, Headquarters Personnel Service

or

Regional Personnel Manager
(See addresses under Regional Personnel Managers)

The bank may include the following information: employees' name, classification, group, occupational title and location, and positions to which he/she has been referred and the results. This personal information relates to employees who are supernumerary within the establishment. The purpose of the bank's information is to ensure that they are given priority consideration for positions to be staffed. Information may be used for internal audit purposes. Records on an employee are maintained until successful placement is made.

EIC/P-PE-802
Career Planning and Review

Chief, Human Resources Planning
Human Resources Management
Personnel Services
Employment and Immigration Canada
Place du Portage
Phase IV, 3rd Floor
Hull, Québec
K1A 0J9

This bank may include the following documents: two or more of the most recent evaluations, the Career Planning Data Sheet, Management Resources Information Summary, and a résumé, if available. This personal information relates to all employees in EIC at the PM-5 equivalent and above levels. The information in this bank will be used in the Career Planning and Review process, by the members of the Career Planning and Review Committees. Members of the committees have access to the information in this bank, through the Human Resources Planning Officer or the Chief, Human Resources Planning. The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. The retention period is ten years for managers (PM-5 equivalent and above).

STANDARD BANKS

The following banks are located at headquarters and in the regions, except EIC/P-SE-909, EIC/P-SE-913, EIC/P-SE-914 and EIC/P-SE-915. Enquiries concerning these banks should be sent to the person indicated, on the correct floor at headquarters, except in the case of regional employees seeking information about EIC/P-SE-913 and EIC/P-SE-914, who should write to the correct regional address.

EIC/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment,

including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

PAC# = 85-001

TBS Registration Number: 001786

EIC/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The bank provides a record of the informaton used in staffing positions in a government institution.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001787

EIC/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001788

EIC/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

PAC# = 85-001

TBS Registration Number: 001789

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

EIC/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.

PAC# = 85-001

TBS Registration Number: 001790

EIC/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001791

EIC/P-SE-907

Occupational Health and Safety

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.

PAC# = 85-001

TBS Registration Number: 001792

EIC/P-SE-909

Security Clearances

(Commission/Department Security Officer, 3rd Floor)

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001793

EIC/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001

TBS Registration Number: 001794

EIC/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001

TBS Registration Number: 001795

EIC/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001

TBS Registration Number: 001796

EIC/P-SE-913

Travel and Relocation

(For headquarters employees, address enquiries to Chief, Expenditure Accounting, Finance and Administration, 2nd Floor.)

(For regional employees, address enquiries to Regional Financial Manager at appropriate regional office.)

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001

TBS Registration Number: 001797

EIC/P-SE-914

Parking

(For headquarters employees, address enquiries to Director, Facilities Management, Finance and Administration, 2nd Floor.)

(For regional employees, address enquiries to Regional Manager, Administrative Services, at appropriate regional office.)

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001

TBS Registration Number: 001798

EIC/P-SE-915

Conflict of Interest and Post-Employment Code

(Director, Staff Relations Branch, 3rd Floor.)

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

Class of Individuals: Employees of government institutions.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts

of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001799

EIC/P-SE-916
Employee Assistance
Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001800

EIC/P-SE-917
Identification and Building-Pass Cards
(For headquarters employees, address enquiries to manager, Protection Services Finance and Administration, 2nd Floor.)
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 001801

EIC/P-SE-918
Affirmative Action Program (New)

(See under Access Procedures for addresses of Regional Offices)
Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible miniority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as then these identifiers are required to locate employee records. Within the CEIC, the classification "Afirmative Action" has been replaced by "Employment Equity — Personnel".
Class of Individuals: Departmental employees.
Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information system) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 001802

DEPARTMENT OF ENERGY, MINES AND RESOURCES

Chapter 40

DEPARTMENT OF ENERGY, MINES AND RESOURCES

Background

Although the history of the Department of Energy, Mines and Resources is comparatively short, some branches have been in existence for more than a century. The Geological Survey of Canada, founded in 1842 by Sir William Logan, is the oldest scientific organization in Canada. Earth Physics, formerly the Dominion Observatory, dates from 1871 and parts of the Surveys and Mapping Branch were established in 1872.

The Department of Energy, Mines and Resources (EMR) was created in 1966 by the *Department of Energy, Mines and Resources Act*. Previously known as the Department of Mines and Technical Surveys, it took on a new and important role as policy maker in energy development. Since then, the Department has been given a stronger mandate to fulfill its role as the principal federal agency responsible for the discovery, investigation, development and conservation of Canada's mineral and energy resources.

Overall Responsibilities

The department administers three programs: the Energy Program, the Minerals and Earth Sciences Program and the Administration Program. Collectively, the programs of the Department provide a continuum of initiatives directed towards national economic development issues.

The objective of the Department of Energy, Mines and Resources is to promote the discovery, development and efficient use of the country's mineral and energy resources and to broaden the knowledge of Canada's landmass for the benefit of all Canadians. To attain this objective, the Department devises and fosters national policies based on research and data collection in the earth, mineral, and metal sciences; and on policy, economic and social analyses. The Department also carries out an earth sciences program directed toward the conservation and use of the Canadian landmass, and it provides, as a national service, the scientific and technical information generated in this program (such as topographic and geological maps, atlases and remote sensing data) to a wide span of customers across the country.

Access Procedures

Formal requests for personal information under the *Privacy Act* and complaints and enquiries concerning the administration of the Act within the department should be addressed to

Co-ordinator
Access to Information and Privacy
Department of Energy, Mines and Resources
580 Booth Street
Ottawa, Ontario
K1A 0E4
(613) 996-0825

At the corporate level, the assistant deputy minister of Finance and Administration, through the Access to Information and Privacy Secretariat, directs the implementation of policies and administrative procedures concerning the application of the Act throughout the Department, and will investigate all complaints on issues relative to applications and service to the public. The deputy minister oversees final resolution of any complaints or legal actions concerning the disclosure of information held by the Department.

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Explosives Branch

EMR/P-PU-005
Explosives Licenses and Permits
Description: Information relating to the issue and control of licenses and permits granted for storage, transportation by road, importation, manufacture and sale of explosives.
Class of Individuals: All individuals with a need to store, transport, or handle explosives.
Purpose: To fulfill the responsibility of the Explosives Branch as the federal licensing and inspection agency for explosives in Canada.
Consistent Uses: Transmittal of information to investigative bodies when an infraction or incident concerning explosives occurs.
Retention and Disposal Standards: Licenses and permits are retained for three years after expiry date.
PAC# = 85-010
Related to COR: EMR/XPB-530; XPB-540
TBS Registration Number: 000398

Surveys and Mapping Branch

EMR/P-PU-010
Board of Examiners for Canada Lands Surveyors
Description: Information relating to formal applications to write Canada Lands Surveyor exams including applicants' names, addresses, date of birth, country of birth, academic qualifications and work experience, copies of diplomas and certificates, statements of marks, names of special examiners and individuals' exam papers.
Class of Individuals: Individuals applying to qualify as Canada Lands Surveyors.
Purpose: Information is used by the Board of Examiners for Canada Lands Surveyors in the examination process to qualify candidates as Canada Lands Surveyors.
Consistent Uses: Marks forwarded to provincial governments at request of candidates.
Retention and Disposal Standards: Examination papers retained for two years after correction. Files retained two years after individual reaches age eighty.
PAC# = 85-010
Related to COR: EMR/SMB-400; SMB-405
TBS Registration Number: 000399

Canada Centre for Mineral and Energy Technology (CANMET)

EMR/P-PU-015
Certification in Non-Destructive Testing
Description: Information relating to the certification, on a national basis, of non-destructive testing personnel in accordance with CGSB standards. Aspects include examination in industrial radiography, ultrasonics, magnetic particle, liquid penetrant, and eddy current methods. Includes names, addresses, medical certification on eyesight, original application forms, examination copies and results, date(s) of certification and methods, and data on annual certification renewal of individuals who undergo examination.
Class of Individuals: Individuals desiring certification in non-destructive testing.
Purpose: Information is used to certify individuals in non-destructive testing and answer queries from outside organizations on an individual's certification status. The information is also used to prepare a list of certified personnel in good standing which is published annually and made available to the public.
Consistent Uses: Information regarding an individual's marks may be provided to an employer when the employer provides the testing fee.

Retention and Disposal Standards: Files are retained ten years after expiry of certification.
PAC# = 85-010
Related to COR: EMR/CAB-465
TBS Registration Number: 000400

Energy Conservation and Oil Substitution Branch

EMR/P-PU-020
Canadian Home Insulation Program (CHIP) Grants
Description: Cases relating to individual applications, invoices, inspection reports and pertinent correspondence pertaining to grants provided to householders for insulation materials and labour costs.
Class of Individuals: Grant applicants.
Purpose: The purpose of this bank is to control the administration of taxable insulation grants provided to eligible applicants under the Canadian Home Insulation Program (CHIP). It permits the issue of income statement forms in the name of the applicant, provides information requested by provincial governments considering further assistance to applicants, and also assists in evaluation studies associated with the program.
Consistent Uses: Information is shared with Canada Mortgage and Housing Corporation, which answers specific enquiries regarding program applications through regional offices located across Canada.
Retention and Disposal Standards: After program termination in March 1986, individual grant information existing in all media will be copied onto approximately 70-100 tapes which will then be retained another six years in a federal records centre.
PAC# = 85-015 (under review)
Related to COR: EMR/CRB-265; CRB-280
TBS Registration Number: 000401

EMR/P-PU-025
Energy Conversion Grants Program
Description: Information relating to individuals applying for Canada Oil Substitution Program (COSP) grants through Canadian Renewable Energy Office (CREO) and utility companies including applications, correspondence, invoices and financial information.
Class of Individuals: Homeowners.
Purpose: The information is used to control, justify and process payment of the grant. Information is also used to capture statistical information by geographic location, type of conversion, volume of conversions in each province, and type of fuel. This aggregate data and some personal information is used for planning and program evaluation purposes over the lifetime of the program.
Consistent Uses: Information is shared with provincial utility companies who deliver some aspects of the program. This information may be used to qualify applicants for further grants by provincial governments or agencies.
Retention and Disposal Standards: Individual applications will be retained eight years after program termination (March 31, 1985).
PAC# = 85-011
Related to COR: EMR/CRB-265; CRB-280
TBS Registration Number: 000402

Finance and Administration

EMR/P-PU-030
Access Requests Data Bank
Description: Information relating to formal access requests such as notices and copies of documents pertaining to the processing of requests for access made pursuant to the *Access to Information and Privacy Acts*, including complaints and investigations involving individuals, third parties, Access to Information and Privacy Commissioners, and the Court.
Class of Individuals: Canadian citizens or permanent residents of Canada.
Purpose: Information is used for processing access requests and to report on the number of access requests received annually.
Consistent Uses: Transmittal of information to investigative bodies when required under the *Access to Information and Privacy Acts*.
Retention and Disposal Standards: Access requests retained for two years after case is closed.
PAC# = 78-001 (under revision)
TBS Registration Number: 000403

EMR/P-PU-035
Service Contracts
Description: Information relating to the provision of services by individuals and firms in the private sector to assist in departmental activities and programs.
Class of Individuals: Contractors.
Purpose: To provide information relative to contracts awarded by the Department. Contracts awarded by the Department of Supply and Services on behalf of EMR are not included.
Consistent Uses: To compile statistical information with respect to numbers of contracts awarded by the Department.
Retention and Disposal Standards: Files are destroyed six years after completion and non-renewal of contract.
PAC# = 78-001 (under revision)
TBS Registration Number: 000404

EMR/P-PU-040
Unsolicited Proposals Program
Description: Information relating to the executive level co-ordination of unsolicited proposals for research and development contracts received from Supply and Services Canada that relate to departmental missions, programs and operations. Copies of the proposals are forwarded to the branch having the relevant expertise to assess the project.
Class of Individuals: Individuals, companies, and universities engaged in scientific research.
Purpose: The information is used to assess the projects and the unique capability of the performer.
Consistent Uses: To compile general statistics of interest to the Department with respect to the program as a whole.
Retention and Disposal Standards: Proposals are retained for two years after acceptance or rejection.
PAC# = 85-010
TBS Registration Number: 000405

Canada Oil and Gas Lands Administration

EMR/P-PU-045
Offshore Operations — Divers
Description: Cases relating to an individual diver's diving history. The information consists of the names, addresses, birthdates, birthplaces, physical condition and training of divers.
Class of Individuals: Individuals — divers.
Purpose: Main use is to provide rapid access to a diver's history to expedite certification and provide data required for diving program approval. Diving program approval is contingent upon knowledge of an individual diver's qualifications and work history in order to prevent accidents caused by lack of experience in unusual circumstances.
Consistent Uses: Information is also used to develop statistical profiles of the diving population, and to otherwise identify areas of diving regulations requiring updating and improvement for increased diver safety.
Retention and Disposal Standards: Information is retained until the diver reaches 65 years of age, and for two years thereafter, after which the data will be transferred to the Public Archives of Canada

for archival purposes.
PAC# = 85-010
Related to COR: EMR/CGA-065
TBS Registration Number: 000406

Classes of Personal Information

Personal information concerning departmental employees and individuals employed under contract is held for personnel and other administrative functions as described under Employee Personal Information Banks.

Most of the personal information held by the Department of Energy, Mines and Resources results from the energy conservation and oil substitution components of the National Energy Program. This information is used to administer and control grants and other financial incentives provided to eligible individuals under the Canadian Home Insulation Program (CHIP) and the Canada Oil Substitution Program (COSP).

Voluntary responses to telephone surveys and written questionnaires received from individuals for the purpose of evaluating the progress and effectiveness of the above and other departmental programs, is also held by the department as indicated in this index.

The Department also holds other personal information voluntarily submitted by individuals in response to surveys and questionnaires relating to departmental scientific, statistical and other publications, as indicated in this index. These responses are used to identify the needs of clients in terms of the adequacy of the contents of the publications, to determine if publications meet the client needs and to ascertain how the information content should be changed or modified to better suit the needs of the clientele.

Some departmental programs and activities result in the accumulation of personal information which is not contained in the personal information banks (PIBs) described in this index. This personal information is stored within subject files where records are not normally retrieved by the name of the individual or other personal identifier. This form of personal information consists of: personal opinions and attitudes about a variety of subjects; requests for publications, reports, etc.; enquiries for information of a general nature, enquiries concerning energy, minerals and earth sciences technology. It is normally retrievable only if specifics are provided concerning the subject matter. Retention of this form of personal information is controlled by the records schedules of the subject files in which the information is stored. Personal Information Classes (PICs) to identify this type of information have been included.

Explosives Branch

Explosives Safety and Accident Statistics

The purpose of this class is to provide a record of statistics on safety measures in the explosives industry as well as on all accidents related to explosives. The files contain information on the nature of the accident as well as the victim's name, age and address, if applicable. Records are retained for varying periods depending on the accident. Records containing information on serious incidents are retained permanently.

Surveys and Mapping Branch

Crown Canada Lands Survey Contracts

This class contains information related to contracted surveys on Crown Canada Lands, such as Indian reserves, national parks and territorial lands. The data consists of names and addresses of surveyors interested in performing survey work, their proposals based on specifications, cost estimates, technical information on surveys, relevant correspondence, evaluations of surveyors' performance and reports on the quality of the survey. The information is used to enable the execution of necessary surveys to the required standards at the most economical price. The information is also used to compile lists of acceptable surveyors for performing required surveys. Routine records are retained for three years and technical records are assigned a permanent retention period.

Gazetteer of Canada Users' Survey

This class contains information provided to the Department by users of the "Gazetteer of Canada". The data includes the frequency of use of the Gazetteer listings of Canada's geographical names, the preferred format of the Gazetteer, and the content of the Gazetteer, etc. The users' responses are used in tailoring future publications to suit users' needs. Information will be retained for five years.

Energy Conservation and Oil Substitution Branch

Car Mileage Questionnaire

This class contains information provided to the Department by readers of the "Car Mileage Book" who complete its questionnaire. The answers provide data on the number of cars owned by households, the occupation of the chief wage earner in the household, vehicle data such as year of manufacture, make, model, number of cylinders, engine size, serial number and odometer reading. The respondent may also provide information on the number of kilometres driven in the past year, kilometres per litre attained (overall, city and highway driving), whether any cars are used for commuting to work and the commuting distance and time. The information is used to assess the impact of the publication, acquire perceived fuel economy information and compare trends compiled with those of other comparable surveys such as the "Journey to Work" survey compiled by Statistics Canada for Labour Canada. Questionnaires are retained for a period of five years.

Enersave for Home Insulation

This class consists of data obtained from homeowners who submit data to the Enersave for Home Insulation information service in order to know what changes to upgrade the quality of their home's insulation will be effective and worthwhile. The homeowner completes and returns a questionnaire and in return, receives a "personalized" analysis of his/her home, recommendations for improvements, estimates of improvement costs and estimates of potential energy and dollar savings. Data include the date when the house was built, the style, measurements of the perimeters of the house, as well as type of insulation, number of windows and doors, the type of fuel used, the cost of the fuel, and the type of hot water heater used. The questionnaires are retained for two fiscal years and the computer data is retained for five years.

The Garbage Book Questionnaire

This class contains information provided to the Department by readers of the "Garbage Book", who complete its questionnaire. The answers provide data on the comprehension and usefulness of the book, on the application of ways to conserve energy and reduce garbage at home, what results were obtained in applying certain measures and if the book has changed the reader's perception regarding energy, garbage, home and society. Space is provided for personal comments and respondents' ideas on ways of cutting down waste. Questionnaires are retained for a period of five years.

Keeping the Heat In Questionnaire

This class contains information provided to the Department by readers of the book "Keeping the Heat In" who complete its feedback forms. The answers provide data on the comprehension and usefulness of the book. Feedback form 1 provides general comments about the book, and the simplicity and comprehension of the diagrams and instructions provided in the book. Feedback form 2 (to be completed after re-insulation) provides details on where insulation was done, the size and type of dwelling, the amount and type of insulation put in, R-value added, if the work was done by the homeowner or a contractor and the costs. Respondents may provide the name and address of the contractor and a rating of the work performed. Feedback form 3 (to be completed the year following re-insulation) provides data on where and how much insulation was installed, amount and type of insulation before re-insulation, R-value added, whether it was installed by the owner or contractor and the costs, as well as data concerning the type of heating fuel used, the costs before and after re-insulation, the comfort of the house, thermostat setting and any changes that might affect fuel consumption. The information is used to assess the impact of the publication. Questionnaires are retained for a period of five years.

100 Ways to Save Energy and Money at Home Questionnaire

This class contains information provided to the Department by readers of the book "100 Ways to Save Energy and Money at Home" who complete its feedback forms. The answers provide comments about the book such as its usefulness, if it was easy to read and understand, if it was too technical or too simple and if the reader received adequate information on ways to save energy. Readers are asked if they have taken steps to save energy in the home and with what results, whether the book has changed their perception of energy conservation in relation to home and society, how many people read the book and which sections were read. Space is provided for other comments. The information is used to assess the impact of the publication. Questionnaires are retained for a period of five years.

The Billpayers' Guide to Furnace Servicing

This class contains information provided by readers of the book "The Billpayer's Guide to Furnace Servicing", who complete its feedback form. The answers give comments about the book such as its usefulness, if it was easy to read and understand, if it was too technical or too simple, and whether or not the book was used when the service mechanic serviced the furnace, etc. May also contain comments regarding servicing of the furnace — whether any extra services not described in the book were completed, whether the customer was satisfied with the service provided and what the efficiency of the furnace was after servicing. The information is used to assess the impact of the publication. Questionnaires are retained for a period of five years.

Communications Branch

Ongoing Surveys of Public Attitudes Towards the Canadian Energy Situation

This class contains information on Canadian public knowledge, attitudes and behaviour patterns towards the Canadian energy situation. The data is collected under contract using various survey methodologies and is used to support the energy communications programs of the Department. The collection and use of any personal information is confined solely to internal verification and validation of the information by the contractor and all personal information is subsequently destroyed. The Department receives only aggregated statistical data from the contractor. The statistical information is retained for seven years and then transferred to Public Archives for selective retention.

Coal and Alternative Energy Branch

Household Survey of Consumer Attitudes about Solar Water Heating

The main purpose of this survey is to determine solar energy knowledge, attitudes, perceptions about cost, willingness to purchase a solar system, and reasons for and against the use of solar water heating. The data collected is used to decide whether and how the federal government should design policies to encourage Canadian homeowners to invest in, or otherwise acquire, solar water heating systems, and also provides feedback to existing policies and programs in solar energy. The contents include information collected by questionnaire from a nationally representative sample of households in the Atlantic provinces, Québec, Ontario, the Prairie provinces and British Columbia, concerning the present method of space and water heating, the total home energy costs in 1981, the estimated cost of water heating, perceptions of future energy costs and new energy sources, energy conservation and substitution practices and purchases, and house buying intentions.

Management Practices Sector

Survey of Users of Energy, Mines and Resources Scientific and Statistical Output

This class contains information provided by clients using information which is produced by the Department of Energy, Mines and Resources. The data relates to the use, quality, accuracy, timeliness, format, ease of availability of the departmental output and also the impact this output has on the clients' work. The information is used to identify the needs of clients in terms of scientific and statistical information that can be provided by EMR, to determine if these needs are being adequately served by the output and to ascertain how the output should be changed or modified to better suit the needs of the clients. Retention of records is in accordance with the specific components under this class title.

Survey of Users of the Geological Survey of Canada

This class contains information provided by clients of the Geological Survey of Canada (GSC). The data relates to the use, quality, accuracy, timeliness, format, ease of availability of the GSC's output and also the impact this output has on the clients' work. The information is used to identify the needs of clients in terms of geoscientific information that can be provided by the GSC, to determine if these needs are being adequately served by the GSC output and to ascertain how the output should be changed or modified to better suit the needs of the clients. The completed questionnaires are retained for ten years.

Survey of Users of Mineral Development Activity's Scientific and Statistical Publications

This class contains information provided by clients using scientific and statistical publications resulting from the Mineral Development Activity (MDA) of the Minerals Program. The data relates to the use, quality, accuracy, timeliness, format, and ease of availability of this published output and also the impact this output has on the clients' work. The information is used to identify the needs of clients in terms of published scientific and statistical information that can be provided by MDA, to determine if these needs are being adequately served by the output and to ascertain how the output should be changed or modified to better suit the needs of the clients. The completed questionnaires are retained for ten years.

Earth Sciences Sector

Research Agreements Program

This class contains applications for grants submitted to the Department from candidates affiliated with Canadian research institutions. Applications contain information on the description and budget for the proposed project and the applicant's curriculum vitae. The information is used to select and award grants in the natural, physical and social sciences and engineering wich can contribute to the department's purpose. The information is also used to compile general statistics of interest to the department with respect to the program as a whole, and not in relation to individual applicants. Accepted applications are destroyed after a period of six fiscal years and those not accepted are destroyed after two fiscal years.

Research and Technology Sector

Federal Energy Research and Development

This class contains data on various federal energy research and development projects. The information consists of details of the research projects, names of companies, consultants and individual university researchers working under contract or receiving grants in the particular research area and the amounts paid. The information is used by the Interdepartmental Panel on Energy Research and Development in the review, planning and allocation of energy research and development priorities and expenditures within the federal government. The data is also used in the preparation of the publication titled "An Inventory of Energy Research and Development Supported by the Government of Canada". The information is stored according to research area.

Canada Centre for Mineral and Energy Technology (CANMET)

Technical Enquiries

This class includes technical enquiries, comments and opinions of individuals corresponding with the Department regarding issues related to energy (coal and alternative energy sources), mining and mineral technolgy. The information is used for reference purposes regarding any subsequent enquiry by an individual. Correspondence is retained for a minimum of two years.

Enquiries and Comments from the Public

This class covers enquiries, comments and the opinions of individuals corresponding with the Department about various departmental and national issues relating to energy, minerals and earth sciences subjects. The information is used for reference purposes regarding any subsequent enquiry by an individual. Correspondence is retained for a minimum of two years.

Mailing Lists

This class includes correspondence and request cards from individuals regarding departmental mailing lists for publications, maps and charts, reports, catalogues, and indexes. The information is used for amending addresses and to add or delete individual names on mailing lists which are retained permanently. The correspondence and request cards are retained until the mailing list has been amended.

Requests for Publications and General Information

This class covers correspondence from individuals requesting publications and information of a general nature. Requests cover a variety of subjects related to energy, minerals and earth sciences publications, reports, pamphlets, maps, speeches, statements and news releases produced by the Department and available to the public. The information is used for reference purposes concerning any subsequent enquiry concerning lack of receipt of the publication requested and is retained for two years.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to

Co-ordinator
Energy, Mines and Resources
11th Floor
580 Booth Street
Ottawa, Ontario
K1A 0E4
Telephone: (613) 996-0825

PARTICULAR BANKS

EMR/P-PE-801
Biographies
Description: Information relating to biographical sketches of senior officials of the Department and Crown corporations reporting to the Minister. The information consists of a personal history of the official including the date of birth, education, employment history and associations of which the official is a member.
Class of Individuals: Departmental officials.
Purpose: The biographical sketches are prepared and approved by the officials concerned and are used to answer requests for biographies of these officials from other federal government departments, provincial governments, news media, service clubs, etc.
Retention and Disposal Standards: Information on individuals is retained for two years after the official leaves the institution. Some of this information will be transferred to Public Archives for archival purposes.
PAC# = 78-001 (under revision)
TBS Registration Number: 000407

EMR/P-PE-802
Crown-owned Living Accommodation
Description: Information relating to employees who occupy Crown-owned housing in remote northern areas including names, occupations, family status, number of children and employee classification and salary. Also contains the amount of rental and the dates of occupancy.
Class of Individuals: Departmental employees.
Purpose: The data are used to administer accommodation requirements and the collection of rental deductions.
Consistent Uses: Linked to Department of Public Works PWC/P-PU-020.
Retention and Disposal Standards: Individual files are retained for two years after the occupants vacate the premises.
PAC# = 78-001 (under revision)
TBS Registration Number: 000408

STANDARD BANKS

EMR/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an

individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000409

EMR/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000410

EMR/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 000411

EMR/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language

testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000412

EMR/P-SE-907

Occupational Health and Safety

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 000413

EMR/P-SE-908

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000414

EMR/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000415

EMR/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000416

EMR/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information used in

disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 000417

EMR/P-SE-912
Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000418

EMR/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 000419

EMR/P-SE-914
Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 000420

EMR/P-SE-915
Conflict of Interest and Post-Employment Code
Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000421

EMR/P-SE-916
Employee Assistance
Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.

Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000422

EMR/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Consistent Uses: To issue identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 000423

EMR/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.
Consistent Uses: To support decisions on transfer and discipline of employees.
Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.
PAC# = 85-001
TBS Registration Number: 000424

DEPARTMENT OF THE ENVIRONMENT

Chapter 41

DEPARTMENT OF THE ENVIRONMENT

Background

The Department of the Environment was established by the *Government Reorganization Act*, 1970-71-72, ch. 42 on June 10, 1971. The Department, also known as Environment Canada, has as its primary duties renewable resources management and the protection of Canada's air, water and land resources. The departmental organization has three principal components: Atmospheric Environment Service; Conservation and Protection (inland waters, wildlife and lands); and the Parks Program. In addition to these three, there is a combined Finance and Administration Service.

The National Battlefields Commission, a separate agency, also reports to the Minister of the Department.

Access Procedures

Please direct enquiries concerning the following banks to

Privacy Co-ordinator
Department of the Environment
24th Floor
Les Terrasses de la Chaudière
Hull, Québec
K1A 0H3

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Conservation and Protection

DOE/P-PU-005
Wildlife Permit Information
Description: This bank contains information gathered from permits required by Act of Convention for the purposes of protecting, managing, and regulating the use of certain species of birds or animals and their habitat. Specific information includes the Migratory Birds Permit information, which is gathered under the legal requirements of the *Migratory Birds Convention Act* such as avicultural permits, taxidermists permits, scientific permits, migratory bird damage permits, airport permits, eiderdown permits, Cap Tourmente hunting permits, *Migratory Birds Convention Act* permits; aviculture bonding and collecting permits, migratory game birds hunting permits and special permits. Information gathered by permits for the import, export or transit of endangered species is also contained in this database.
Class of Individuals: Information such as names, addresses, telephone numbers, occupations, and type of permit requested are kept on individuals applying for Migratory Birds Permits in the five Canadian regions (Pacific and Yukon, Western and Northern Ontario, Québec, and Atlantic Regions).
Purpose: To compile information under the *Migratory Birds Convention Act* if any enquiries are made for legal or other purposes.
Retention and Disposal Standards: Retention of fifteen years; active for five years and dormant for ten years, then transferred to Public Archives for selective retention.
PAC# = 84-024
Related to COR: DOE/CAP-110
TBS Registration Number: 001393

Atmospheric Environment Service

DOE/P-PU-010
Applications for Research Grants Science Subventions
Description: Each entry in the bank contains information of the following type: educational, financial support for research, new scientific concepts, personal statement of productivity, third party evaluation of the entry. All assessments and grants are processed at Atmospheric Environment Service headquarters from Canadian university faculty members.
Class of Individuals: Faculty members of Canadian universities in the environmental sciences or faculties related thereto.
Purpose: To provide information used in the annual selection of research proposals to be funded by this institute.
Consistent Uses: To assess research proposals in order to award research funds.
Retention and Disposal Standards: Records kept less than five years, usually two years.
PAC# = 78-001
Related to COR: DOE/AES-310
TBS Registration Number: 001394

DOE/P-PU-015
Applications for Visiting Fellowship Awards
Description: Contains information of the following types: demographics, employment, educational, personal references, third party evaluations. All assessments are processed at Atmospheric Environment Service headquarters. Awards are granted to visiting fellows for their work at headquarters.
Class of Individuals: Generally restricted to environmental scientists who have recently completed their doctoral degrees.
Purpose: To provide personal and academic information used in the annual selection of visiting fellows to this institute.
Consistent Uses: To assess potential candidates for visiting fellowship awards.
Retention and Disposal Standards: Records are kept for less than five years, usually for three years.
PAC# = 78-001
Related to COR: DOE/AES-310
TBS Registration Number: 001395

DOE/P-PU-020
Post-graduate Fellowships
Description: Post-graduate fellowships are intended to financially assist Canadian citizens and permanent residents who are enrolled in an MSc or PhD program in Meteorology and Atmospheric Services.
Class of Individuals: Canadian citizens and permanent residents who have completed undergraduate degrees.
Purpose: To provide information in the annual selection of candidates for Post-graduate fellowship awards.
Consistent Uses: Primary use is to assess fellowship applications.
Retention and Disposal Standards: Records kept less than five years, usually two years.
PAC# = 78-001
Related to COR: DOE/AES-310
TBS Registration Number: 001396

DOE/P-PU-025
Applications for Studentship in Meteorology or Atmospheric Science
Description: To provide personal and academic information used in the annual selection for the provision of studentships at Canadian universities.
Class of Individuals: Canadian citizens and permanent residents who have graduated with 3.5 courses in physics and 4.5 courses in mathematics with a 66% average.

Purpose: To assess potential recipients of studentships.
Retention and Disposal Standards: Two years. If the applicant becomes an employee, the application is placed on his/her personnel file.
PAC# = 78-001
Related to COR: DOE/AES-310
TBS Registration Number: 001397

Conservation and Protection

DOE/P-PU-030
Water Resources Research Support Program (WRRSP)
Description: Contains project details including research plan, state-of-the-art reviews, budgetary requirements, progress reports, project reviews and assessments as well as personal data such as name and curriculum vitae. All files relate to scientists at Canadian universities. This bank is established and maintained at headquarters and is restricted to management personnel and research scientists within the directorate, but occasionally extending to the service level, other services of the Department and to other departments.
Class of Individuals: Scientists at Canadian universities.
Purpose: To evaluate proposals submitted by researchers at Canadian universities for funding consideration.
Retention and Disposal Standards: Unfunded project files are retained for two years, then discarded; funded project files are retained for six years after completion of project.
PAC# = 78-001
Related to COR: DOE/CAP-205
TBS Registration Number: 001398

DOE/P-PU-035
University Research Support Fund
Description: Contains evaluations of proposals submitted by researchers at Canadian universities for funding consideration through the Canadian Wildlife Service. This bank contains an outline of projects, names of professors and personal data.
Class of Individuals: Researchers at Canadian universities.
Purpose: To evaluate and select proposals submitted by Canadian university researchers.
Retention and Disposal Standards: The unfunded project files are kept for two years. Approved project files are retained for six years after completion of project.
PAC# = 78-001
TBS Registration Number: 001399

DOE/P-PU-040
Ocean Dumping Control Act

Contains permit applications by persons wishing to dump substances at sea, assessments of each case and other related correspondence. The information relates to Canadian citizens and companies, citizens and companies of other countries. The purpose of this information is to retain sufficient information to comply with reporting and decision processes, both nationally and internationally, within the scope of the *Ocean Dumping Control Act* and Regulations and the Convention on the Prevention of Marine Pollution by Dumping of Wastes and Other Matter. Retention and disposal standards are to be established.

Parks Program

DOE/P-PU-045
Realty Register Computer System

This bank contains information on the various leaseholds within the Parks Program; the type of each lease or licence, its term, assessment, rent and/or fees composed upon the property, including land address, lot and block, and name, and address of the document holder. Another section of the system holds information on transactions such as assignments and mortgages. Records in this bank are restricted to holders of leases or licences on Crown property under the jurisdiction of the Parks Program. The purpose of this information is to maintain a record of various leaseholds within the Parks Program, and to identify Crown-owned properties held by the Program to help administer these lands with respect to rents, use, and lease renewal and to identify any other encumbrances on those lands. Records are maintained for the period during which the lease or licence is held.

DOE/P-PU-050
Compensation for Loss of Fishing Rights, Kouchibouguac National Park

This bank contains copies of correspondence from individuals, the replies and official findings of the arbitrator and data supporting the decision to allow or disallow the claim for fishermen resident in the Kouchibouguac area. The purpose of this bank is to establish records of persons who have requested compensation for their loss of fishing privileges and income created by the establishment of Kouchibouguac National Park. It is used as a reference when new claims are received. Records are retained for approximately ten years.

DOE/P-PU-051
Fishing License (New)
Description: The bank identifies the bearer as a license holder.
Class of Individuals: Park visitors (Fishermen).
Purpose: Information in this bank relates to the issuing of fishing licenses. It is used to identify license holders, to control the number of individuals fishing in the park, to restrict fishing to authorized areas, to support fish management and to ensure revenue accountability.
Consistent Uses: Control use, set limits, set seasons, statistical purposes and fish stocking.
Retention and Disposal Standards: Files are kept for one year after they expire or become obsolete.
PAC# = 78-001
Related to COR: DOE/PKS-085
TBS Registration Number: 001745

DOE/P-PU-052
Creel Census (New)
Description: Information collected is not specific, i.e. name, address. It is generic i.e. sex, age group. Of interest to the Parks for fish management purposes only.
Purpose: For research, evaluation and stocking and/or limits for fishing season.
Consistent Uses: Provides information on fish catches and species for statistical use, fish stocking programs or fishing limits.
Retention and Disposal Standards: 10 years — Public Archives selective retention.
PAC# = 72-010
Related to COR: DOE/PKS-085
TBS Registration Number: 001746

DOE/P-PU-053
Duck Hunting — Point Pelee (New)
Description: Duck Hunters in Point Pelee.
Class of Individuals: Duck Hunters.
Purpose: For duck management purposes.
Retention and Disposal Standards: 10 years — Public Archives selective rentention.
PAC# = 72-010
TBS Registration Number: 001747

DOE/P-PU-055
Consultant, Contractor and Supplier Inventory

This bank includes a list of individuals, firms and institutions and may include work previously performed or underway, financial transactions, and the name of the principal. The bank's purpose is to maintain a record of consultants, contractors and suppliers with whom the Department has contracted or may potentially contract. It serves as an aid to selection and retention of consultants, contractors and suppliers. The records are maintained indefinitely.

DOE/P-PU-056
Mailing Lists (New)
Description: Contains mailing lists with names and addresses.
Class of Individuals: The private sector, government officials (MPs and MLAs) and associations.
Purpose: For mailing of Management Plan Newsletters as part of the Management Planning Process.
Consistent Uses: Used for public participation programs and public relations purposes.
Retention and Disposal Standards: 6 months or when superseded or reduced to machine operations.
PAC# = 78-001
Related to COR: DOE/PKS-005
TBS Registration Number: 001748

DOE/P-PU-060
Socio-Economic Projects
Description: Specific topics collected include visitors' names and addresses, user status, indices of social and economic activity and indices of social and economic impact.
Class of Individuals: Cross-section of populations, Canadian and others, visiting National Parks, National Historic Parks and Sites and Heritage Canals.
Purpose: To maintain a record of information gathered in the course of socioeconomic surveys and studies carried out by the Parks Program in support of the planning, development and operations of National Parks, National Historic Parks and Sites and Heritage Canals.
Consistent Uses: To provide background information on visitors relating to site and facility planning.
Retention and Disposal Standards: Total ten years, active three years, dormant seven years, then transferred to Public Archives Canada for selective retention.
PAC# = 72-010
Related to COR: DOE/PKS-015
TBS Registration Number: 001400

DOE/P-PU-061
Collecting Permits (New)
Description: Contains copies of Collecting Permits which have been issued to individuals (professionals) who require specimens for research purposes.
Class of Individuals: Individuals (professionals) who require specimens for research purposes.
Purpose: To allow a controlled amount of access to material which will help in research. Records are held for five years.
PAC# = 72-010
Related to COR: DOE/PKS-075
TBS Registration Number: 001749

DOE/P-PU-065
Park Visitor Surveys

This bank contains information on visitors to National Parks, National Historic Parks and Sites and Heritage Canals. The information is collected by means of questionnaires or interviews administered to visitors at the time of their entry to or exit from the site. The survey population is made up of visitors to National Parks, National Historic Parks and Sites and Heritage Canals during the survey period. The purpose of the bank is to compile a representative sample of visitors to heritage sites. The sample is used to identify a population from which to elicit more detailed profile information on visitors. The profiles of actual visitors are compared with those of target groups within the Canadian public for whom the Parks Program's facilities and programs are designed. The information gathered will be used to contribute to formulating policy, planning and operation decisions related to the development and management of the government's National Parks, National Historic Parks and Sites and Heritage Canals. The address of the visitors may be used to link information in this bank with another containing detailed visitor activity and experience information, where the securing of the information is consistent with the purpose for which this information was collected. Criteria for this bank are to be established.

DOE/P-PU-066
Hut Permits (New)
Description: The bank contains information used to identify permit holders and verify reservations.
Class of Individuals: Park visitors.
Purpose: To maintain information relating to the use, periods of stay, numbers and length of season.
Consistent Uses: To support decisions for maintenance, monitor and control use and ensure the safety of visitors.
Retention and Disposal Standards: One year.
PAC# = 78-001
Related to COR: DOE/PKS-020
TBS Registration Number: 001750

DOE/P-PU-067
Back Country Use Permits (New)
Description: The bank contains information used to identify persons, vehicles and missing persons.
Class of Individuals: Park visitors.
Purpose: To provide records for monitoring Park use and identifying vehicles left at trail heads or road sides in emergency cases such as missing persons or bear problems; to control backcountry sites and facilities; to protect visitors.
Consistent Uses: Provides an analysis of use in the backcountry, statistics, planning and rehabilitation.
Retention and Disposal Standards: One year after expiry or when obsolete.
PAC# = 78-001
Related to COR: DOE/PKS-020
TBS Registration Number: 001751

DOE/P-PU-068
Campground Registration (New)
Description: The bank contains listings of campgrounds and campers.
Purpose: To control campground allocation, provide revenue accountability, statistics, future planning and aid to visitors.
Consistent Uses: Statistics, revenue, maintenance decisions and future planning.
Retention and Disposal Standards: Records are not kept for a long period.
PAC# = 72-010
Related to COR: DOE/PKS-020
TBS Registration Number: 001752

DOE/P-PU-069

Hazardous Activities (New)

Description: The bank contains information on persons involved in hazardous activities, defines location, activity, number in group, etc.

Class of Individuals: Park visitors.

Purpose: To provide a record of Park visitors in case of overdue registration.

Consistent Uses: Provides up-to-date information on use, locations, frequency, accidents, loss, or missing persons.

Retention and Disposal Standards: One year.

PAC# = 78-001

TBS Registration Number: 001753

DOE/P-PU-070

Eligible Status for Domestic Wood Cutting and Rabbit Snaring

The bank contains a list of names and addresses of persons eligible for resident status for domestic wood cutting and rabbit snaring within Gros Morne National Park. The information relates to all heads of households within the area of the proposed Gros Morne National Park. The purpose of this information bank is to establish a list of persons eligible to cut wood and snare rabbits within the (proposed) Gros Morne National Park boundary. The list is to be used in making decisions regarding the granting of individual permits. The information will be used for administration purposes related to individual data subjects. It will also be used in the development of the forest management plan for the park. Due to the personal nature of the information being collected, access will only be granted to the individuals to whom the information pertains. The information will be retained in the park. Disposal criteria for this bank are to be established.

DOE/P-PU-071

Resource Use Permits (New)

Description: The bank identifies resource use and/or harvest activities permitted under regulation.

Class of Individuals: Visitors, researchers and residents.

Purpose: To identify permit holders using Park resources, and set restrictions. Examples include hunting, wood cutting and grazing.

Consistent Uses: Monitor and control activities, compile statistics, survey use and plan future changes.

Retention and Disposal Standards: One year after expiry or when obsolete.

PAC# = 78-001

TBS Registration Number: 001754

DOE/P-PU-074

Law Enforcement — Investigations (New)

Description: Contains names and addresses of persons charged with offences in Parks, including details of investigation, litigation and court decisions. It includes information collected by Park employees and the R.C.M.P. during the course of investigations.

Class of Individuals: Persons who are charged with offences, officers who conduct investigation, lawyers, judges and witnesses involved in trials, if held.

Purpose: For use in bringing offenders to justice; for Crown defence purposes; for compiling statistical information for reporting purposes; and for corrective action to prevent or reduce recurrence.

Retention and Disposal Standards: Five years (consultation with Public Archives of Canada for selective retention).

PAC# = 72-010

Related to COR: DOE/PKS-055

TBS Registration Number: 001755

Finance and Administrative Service

DOE/P-PU-075

Access Request Data Bank

Description: Contains the access request forms sent by persons requesting access to their files, the replies to such requests, and information relating to their processing.

Class of Individuals: Departmental employees.

Purpose: To process access requests only, and to determine the number of access requests received annually.

Retention and Disposal Standards: Two years.

PAC# = 78-001

TBS Registration Number: 001401

DOE/P-PU-080

Employment Applications

Description: This bank can contain employment applications, personal information and curricula vitae from people wishing to work for the Department. All the applicants are registered in the bank. It is established on a regional basis, by service. The bank is used to hold information sent by the candidates.

Class of Individuals: Anyone applying for employment with the Department.

Purpose: The information contained in this bank is used for staffing purposes.

Consistent Uses: Limited to present and future staffing purposes.

Retention and Disposal Standards: Maximum five years, normally destroyed after two years.

PAC# = 78-001

TBS Registration Number: 001402

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to

Privacy Co-ordinator
Department of the Environment
28th Floor, North Tower
10 Wellington Street
Hull, Québec
K1C 1C7
Telephone: (819) 997-4552

PARTICULAR BANKS

DOE/P-PE-801

Employee Records National Battlefields Commission

The purpose of this bank is to maintain a general personnel information system. It contains records on appeals, grievances, appointments, attendance, leave, competitions, selection, general correspondence, education, pay, personal history, safety and health, and superannuation. Individuals identified are employees of the National Battlefields Commission. Records are kept for four years.

DOE/P-PE-803

Staff Accommodation Records (New)

Description: This bank contains information related to occupancy (including tenant agreements), appraisals and rentals, inspections and condition reports, correspondence related to units or occupants and reports.

Class of Individuals: Occupants of Crown-owned housing.

Purpose: To control assignment of Crown-owned housing; to ensure that correct rent is deducted; and to ensure that housing is maintained at an acceptable level.
Consistent Uses: Control assignment of housing, ensure that rents are correctly calculated and collected, ensure that staff residences are inspected and maintained at acceptable levels.
Retention and Disposal Standards: Five years.
PAC# = 72-010
Related to COR: DOE/PKS-010
TBS Registration Number: 001756

DOE/P-PE-805
Law Enforcement — Investigations (New)
Description: This bank contains names and addresses of persons charged with offences in the Park, including details of investigation, litigation and court dicisions. It includes information collected by Park employees and the R.C.M.P. during the course of investigations.
Class of Individuals: Persons who are charged with offences, officers who conduct the investigation, lawyers, judges and witnesses invloved in the trial, if held.
Purpose: For use in bringing offenders to justice, Crown defence purposes, compiling statistical information for reporting purposes and for corrective action to prevent or reduce recurrence.
Retention and Disposal Standards: Five years (consultation with Public Archives of Canada for selective retention).
PAC# = 72-010
Related to COR: DOE/PKS-055
TBS Registration Number: 001757

STANDARD BANKS

The following banks are located at headquarters and in the regions.

DOE/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 001403

DOE/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001404

DOE/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number

and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001405

DOE/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 001406

DOE/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 001407

DOE/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001408

DOE/P-SE-907

Occupational Health and Safety

Description: Accident and work injury investigation reports and related correspondence; special records concerning exposure to noise, radiation and dangerous substances; records on first aid treatment and certification; physicians certificates and compensation forms associated with work injuries; records and correspondence regarding referrals and results of work related immunizations and health evaluations. (All personal medical data pertaining to an employee is retained by Medical Services, Department of Health and Welfare. Similarly, medical reports relating to the diagnosis and treatment of occupational injuries and illnesses are held by Department of Labour and the applicable Provincial Worker's Compensation Board).
Class of Individuals: Departmental employees.
Purpose: To record safety and health details for accident prevention and health protection purposes, and to enable the effective administration of injury-on-duty leave and disability benefits. To support decisions relating to workers compensation, injury-on-duty leave, work assignments and discipline, including termination of employment.
Retention and Disposal Standards: Two years for first-aid treatment records and three years for reports and records relating to work

injuries and illness, first aid certification, and periodic health assessments.
PAC# = 85-001
TBS Registration Number: 001409

DOE/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001410

DOE/P-SE-909
Security Clearances
Description: Personal histories, criminal histories, security briefings, summaries of RCMP investigations, fingerprint cards and correspondence related to security clearance. (A notation of level of clearance may be attached to the employee personnel record).
Class of Individuals: Departmental employees, contracted service employees, prospective departmental employees.
Purpose: To determine the level of security clearance. To support decisions on transfers, promotions, demotions, discipline and termination of employment.
Retention and Disposal Standards: Three years after termination of employment in the case of employees with satisfactory security clearance reports and for five years after termination of employment in the case of employees with adverse security clearance reports.
PAC# = 85-001
TBS Registration Number: 001411

DOE/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001412

DOE/P-SE-911
Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 001413

DOE/P-SE-912
Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001414

DOE/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 001415

DOE/P-SE-914

Parking

Description: Permit applications and correspondence about parking of motor vehicles on government-owned or leased property. (Records for salary deductions for payment of parking fees are included with pay and benefit records while records for parking violations are kept by the RCMP).

Class of Individuals: Departmental employees.

Purpose: To issue parking permits.

Retention and Disposal Standards: Six months after expiry or obsolete.

PAC# = 85-001

TBS Registration Number: 001416

DOE/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

Class of Individuals: Employees of government institutions.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.

Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001417

DOE/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.

Consistent Uses: To support decisions regarding employee assistance measures.

Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001418

DOE/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Consistent Uses: To issue identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.

PAC# = 85-001

TBS Registration Number: 001419

EXPORT DEVELOPMENT CORPORATION

Chapter 42

EXPORT DEVELOPMENT CORPORATION

Background

The Export Development Corporation was established on October 1, 1969, by the *Export Development Act*. The Export Development Corporation is an agent of Her Majesty in right of Canada and is a Crown corporation whose shares may be owned only by Canada. It is accountable for its affairs to Parliament through the Secretary of State for External Affairs. Both the Export Development Corporation and its predecessor, the Export Credits Insurance Corporation which commenced operations in 1944, were created to facilitate and develop trade between Canada and other countries.

The Corporation achieves this through a wide range of insurance, guarantee and financing services not normally provided by the public sector.

The Export Development Corporation's services are provided to help Canadian exporters who offer products competitive in price, quality, delivery and service, to compete internationally.

Access Procedures

Enquiries concerning the administration of the *Privacy Act* should be addressed to

Privacy Co-ordinator
151 O'Connor Street
P.O. Box 655
Ottawa, Ontario
K1P 5T9

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

The following information bank is located at headquarters.

EDC/P-PU-005
Access Request Data Bank
Description: This bank contains the access request forms sent by individuals requesting information about themselves held by the Corporation; the replies to such requests and information related to their processing.
Class of Individuals: Current and former employees and the general public.
Purpose: For processing access requests only and to report on the number of requests received annually. Records are maintained in chronological order under the name of the individual requesting the information.
Retention and Disposal Standards: Records are retained for two years or until such time as the individual has had the opporunity to exercise all his or her rights under the *Privacy Act*.
PAC# = 78-001
TBS Registration Number: 000150

Classes of Personal Information

In the course of conducting the programs and activities of the Export Development Corporation (EDC), categories of personal information not used for administrative purposes affecting individuals may be accumulated. Such personal information includes, among other things, general biographies of individuals in relation to EDC's program services.

This form of personal information is retrievable if specifics are provided concerning transactions filed e.g. names of exporters, countries and projects, rather than by name of individual or other personal identifier.

The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to

Privacy Co-ordinator
Export Development Corporation
P.O. Box 655
151 O'Connor Street
Ottawa, Ontario
K1P 5T9
Telephone: (613) 598-2500

PARTICULAR BANKS

The following information banks are located at headquarters.

EDC/P-PE-801
Employee Career File
Description: This bank contains information concerning personal characteristics including age, sex, social insurance number, home address, citizenship, education, employment history, career resumes and references, geographical and organizational location, appointments, transfers, promotions and demotions, periods of employment including probationary periods, classification, performance appraisals, discipline, employee assistance, grievances, and may contain notations relating to staffing, training and development, official languages, occupational health and safety, which may also be retained in other banks.
Class of Individuals: Current and former employees.
Purpose: To record information relevent to an employee's career including appointments, transfers, promotions, demotions, classification, performance, assistance, discipline, grievances and termination of employment.
Consistent Uses: To support decisions on staffing; attendance and leave; pay and benefits; training and development; official languages; occupational health and safety; travel and relocation.
Retention and Disposal Standards: Retained for duration of employment. Following termination, file is combined with Employee Personal File which is retained for one year then transferred to the control of Public Archives until the individual has reached the age of seventy and then destroyed, or until one year after death provided two years have elapsed since the last administrative action, or for permanent retention if judged to be of historical value.
PAC# = 78-001
TBS Registration Number: 000151

EDC/P-PE-802
Employee Personal File
Description: This bank contains personal characteristics including age, sex, social insurance number, employee number, marital status, home address and telephone number, and correspondence related to engagement and termination, pay and allowances, deductions and benefits, superannuation, attendance and leave, and physician's certificates associated with sick leave.
Class of Individuals: Current and former employees.
Purpose: To provide documentation and authorization of engagement, termination and superannuation; attendance and leave; disbursement

of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits.
Consistent Uses: To authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts.
Retention and Disposal Standards: Retained for duration of employment. Following termination, file is retained for one year then transferred to the control of Public Archives until the individual has reached the age of seventy and then is destroyed, or until one year after death provided two years have elapsed since the last administrative action, or for permanent retention if judged to be of historical value.
PAC# = 78-001
TBS Registration Number: 000152

EDC/P-PE-803
Staffing
Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; candidates' applications; lists of candidates; rating board assessments including evaluation notes from staffing boards; examination papers and test results; offers of employment; notices to candidates and correspondence concerning staffing by various processes including human resources inventory searches. Records in the bank contain a variety of personal information such as age, sex, education levels and the social insurance number.
Class of Individuals: Employee applicants.
Purpose: To select candidates and staff positions.
Retention and Disposal Standards: Records are retained for two years after staffing action has been completed or two years have elapsed after any other administrative action, after which the records are destroyed. Records pertaining to successful applicants are retained on the Employee Personal File.
PAC# = 78-001
TBS Registration Number: 000153

EDC/P-PE-804
Training and Development
Description: This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities both sponsored by the government and operated by non-government organizations which may require the use of the social insurance number. It should be noted that participation and achievement records are attached to the Employee Career File and information on an employee's needs for individual development related to performance is contained in the Performance Appraisal Form retained on the Employee Career File.
Class of Individuals: Current and former employees.
Purpose: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Consistent Uses: To support decisions on pay and benefits, attendance and leave, transfers, promotions and performance appraisals.
Retention and Disposal Standards: Two years after completion of the particular training and development undertaken by an employee, after which the records are destroyed.
PAC# = 78-001
TBS Registration Number: 000154

EDC/P-PE-805
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data such as first official language, date of birth and social insurance number for identification purposes; language knowledge examination scores; and correspondence about the official language qualifications of employees. Language examination and exemption records are attached to the Employee Career File.
Class of Individuals: Current and former employees.
Purpose: To document and support decisions pertaining to official languages training and language testing as well as to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, transfers, and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of the official languages program.
Retention and Disposal Standards: Two years following the date of last documentation, after which the records are destroyed.
PAC# = 78-001
TBS Registration Number: 000155

EDC/P-PE-806
Occupational Health and Safety
Description: This bank contains accident and occupational injury or illness investigation reports and related correspondence as well as copies of the Supervisor's Accident Investigation Report, which is retained in the appropriate responsibility centre. First aid treatment records are retained in accordance with Treasury Board policy. Records including medical documents about individuals, claims for compensation, related correspondence and records of sums of money paid are held by Labour Canada (see LAB/P-CE-701).
Class of Individuals: Current and former employees.
Purpose: To record safety and health details and causes of accidents/injuries for accident prevention and health protection purposes and to enable the effective administration of the health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational illness or injury investigation reports and related correspondence, as well as the supervisor's accident investigation report, after which the records are destroyed. Records held by Labour Canada are retained for the periods specified in the relevant bank description.
PAC# = 78-001
TBS Registration Number: 000156

EDC/P-PE-807
Security Clearances
Description: This bank contains personal histories; summaries of RCMP investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of employees. (Details of RCMP investigations are maintained in the RCMP's Security Clearance Records Bank.)
Class of Individuals: Current and former employees.
Purpose: To determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer to the information contained in this bank only and not to investigative information contained in the RCMP's Security Clearance Records Bank.
Consistent Uses: To support decisions on staffing, transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which

the records are destroyed.
PAC# = 78-001
TBS Registration Number: 000157

EDC/P-PE-808
Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on Corporation-leased property. Records for deductions for payment of parking fees are included in the pay and benefits records retained on the Employee Personal File.
Class of Individuals: Current and former employees.
Purpose: To issue parking permits.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Two years after the permit expires, after which the records are destroyed.
PAC# = 78-001
TBS Registration Number: 000159

EDC/P-PE-809
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms and correspondence related to the issuance of identification and building-pass cards.
Class of Individuals: Current and former employees.
Purpose: To issue identification and building-pass cards.
Retention and Disposal Standards: Two years after expiry of identification and building-pass cards, after which the records are destroyed.
PAC# = 78-001
TBS Registration Number: 000161

EDC/P-PE-810 *Formerly Identified as:* EDC/P-SE-915
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000160

STANDARD BANKS

The following information banks are located at headquarters.

EDC/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 000158

DEPARTMENT OF EXTERNAL AFFAIRS

Chapter 43

DEPARTMENT OF EXTERNAL AFFAIRS

Background

The Department of External Affairs was established by an Act of Parliament in 1909 to deal with Canada's relations with other governments within the British Empire and with foreign states. It was placed under the Secretary of State, with an Under-Secretary of State for External Affairs ranking as the permanent deputy head of the Department. In 1912, amending legislation placed External Affairs under the jurisdiction of the Prime Minister where it remained until 1946 when a separate Secretary of State for External Affairs was appointed. In 1981, the foreign operations of the immigration service were brought into the Department. In January 1982, there was a fundamental reorganization to include the foreign trade operation. Since then, two additional cabinet ministers, a Minister for International Trade and a Minister for External Relations have been appointed. The new *Department of External Affairs Act* came into force on December 7, 1983.

Overall Responsibilities

The Department of External Affairs has the primary responsibility for the promotion and protection of Canada's interests abroad and the conduct of Canada's relations with other countries. Its main functions are (a) to ensure the effective representation of Canada in other countries and to international organizations including close contact, communications and negotiation with other governments and organizations through Canada's extensive network of representatives abroad; (b) to evaluate information about political, economic and other developments likely to affect Canada's interest; (c) to give advice to the government, often in consultation with other departments, on the formulation and implementation of policies and programs with international dimensions; (d) to ensure the co-ordination of the external aspects and application of national policies for export trade promotion, defence and security, development assistance, immigration, and cultural and scientific exchanges; (e) to reflect to peoples abroad the bilingual and multi-cultural character of Canadian society; and (f) to provide protection and assistance to Canadian citizens abroad.

Organization

Department headquarters in Ottawa supervises regional passport offices in Canada and missions abroad bearing different names and performing varying functions. Within Canada, the regional offices of the Department of Regional Industrial Expansion (DRIE) support the export promotion program of the Department.

Access Procedures

Enquiries and requests for access should be addressed to

Access to Information and Privacy Co-ordinator
Department of External Affairs
Lester B. Pearson Building
Tower A, Main Floor,
125 Sussex Drive
Ottawa, Ontario
K1A 0G2
Telephone: (613) 992-1425 or (613) 992-9273

Requests submitted to posts abroad under the *Privacy Act* will be referred to this unit in Ottawa.

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

DEA/P-PU-005
Consular Affairs: Citizenship
Description: This bank includes topics such as registration of births aboard, dual nationality, loss, retention, acquisition, or extension of citizenship, marriage, divorce, and other family-related aspects of citizenship; organizations and conferences; liaison with other government departments and agencies in Canada. Information is in the form of memoranda, reports, correspondence with the public and other government agencies, as well as application forms.
Class of Individuals: Individuals who have dealt, outside Canada, with the Canadian citizenship authorities through consular services or External Affairs, or have claimed Canadian citizenship for themselves or their dependants.
Purpose: The purpose of this bank is to retain administrative correspondence relating to the assistance rendered by consular officials to Canadians and to those claiming Canadian citizenship on their own behalf or on behalf of a dependant.
Consistent Uses:
Retention and Disposal Standards: Information may be retained on departmental files up to 10 years, then transferred to Public Archives.
PAC# = 75-023
Related to COR: PEA/SFB-190
TBS Registration Number: 000342

DEA/P-PU-010
Consular Affairs: Assistance to Canadians
Description: This bank contains information on Canadians resident in foreign countries registered with a Canadian mission, and Canadians who sought or received assistance from a Canadian mission who have been arrested or detained abroad, or if Consular Affairs advice or assistance has been sought to obtain visas, permits, etc. of foreign countries. The information is in the form of applications, registration cards, memoranda, correspondence, reports and telegrams. The information is received from the individuals themselves, Canadian and foreign agencies, and international organizations.
Class of Individuals: Canadians resident in foreign countries who have registered with the nearest Canadian mission; Canadians who have sought or received assistance from Canadian missions; Canadians who have been arrested or detained abroad.
Purpose: The information contained in this bank is used to provide consular assistance to Canadian nationals abroad. It may be used, where necessary, to contact, protect, rescue or evacuate registered Canadians and their family members.
Consistent Uses: This information may also be used for the development of consular policy, the preparation of advice to missions abroad, and to provide information concerning alleged or potential contravention of Canadian law.
Retention and Disposal Standards: Information on registration of nationals and completed individual consular cases may be retained on departmental files up to five years; other information may be retained up to 15 years then transferred to Public Archives.
PAC# = 75-023
Related to COR: DEA/SF3-195
TBS Registration Number: 000343

DEA/P-PU-015
Immigration Affairs: Immigration Case Files
Description: This bank contains information on persons who apply for permanent resident or visitor status at posts abroad. Records in the bank may contain some or all of the following: applications; certificates of birth, death, marriage, divorce, separation, adoption, and education; employment experience and references; statements of

assets and bank, trust, and brokerage statements; property holdings; business investments, and medical reports.
Class of Individuals: Individuals who have applied for permanent resident or visitor status at posts abroad.
Purpose: The information contained in this bank may be used in the administration and enforcement of immigration legislation. The bank serves as a repository for detailed and summary documentation on immigrants.
Consistent Uses: Consistent uses may include sharing information with the Canada Employment and Immigration Advisory Council, the Immigration Appeal Board, the Refugee Status Advisory Committee, the Department of the Secretary of State, the Department of Justice, the Solicitor General, Health and Welfare, and departments of provincial governments with an input into Immigration Affairs.
Retention and Disposal Standards: Records containing routine material are retained for two years; selective material is retained for 10 years and then transferred to Public Archives.
PAC# = 75-023
Related to COR: DEA/SFB-185
TBS Registration Number: 000344

DEA/P-PU-020

Passport Office Control Files

Description: This bank contains information on persons whose requests for passport services might be subject to denial or restriction. The information is in the form of a master control list, reports, memoranda, correspondence, telegrams and application forms. Information is supplied by individuals applying for a passport or assistance abroad, by federal, provincial and municipal agencies and security authorities, by External Affairs missions abroad and by foreign governments and international organizations.
Class of Individuals: Individuals who are the subject of a ministerial denial; who have fraudulently acquired Canadian citizenship; who have fraudulently acquired or misused a passport, or have lost more than one passport; who have applied on behalf of but do not have legal custody of a child; who have submitted fees for service in some form of NSF or fraudulent cheque; or who are wanted by Canadian law enforcement agencies.
Purpose: The purpose of this bank is to assist passport and consular officials in determining whether an individual applicant is the subject of a ministerial denial; has lost or fraudulently acquired Canadian citizenship; has fraudulently acquired or misused a passport, or lost more than one passport; applied on behalf of but does not have legal custody of a child; has submitted fees for service in some form of NSF or fraudulent cheque; or is wanted by Canadian law enforcement agencies.
Consistent Uses: Consistent use may include disclosure to police agencies in order to determine whether a false statement has been made which could lead to a prosecution under the Criminal Code.
Retention and Disposal Standards: Records are retained in the bank up to 10 years, except for cases of special interest which are retained for an indefinite period.
PAC# = 75-023
Related to COR: DEA/MCB-215
TBS Registration Number: 000345

DEA/P-PU-025

Passport Office: Certificates of Identity and Refugee Travel Documents

Description: This bank contains applications for certificates of identity and refugee travel documents. Individual records include the application form and an alphabetical and numerical index to facilitate file retrieval; demographic and personal characteristics which describe the applicant, his children and custody arrangements; nationality status, and immigration status in Canada. Information contained in the bank is in the form of application forms and correspondence with other federal departments and agencies.
Class of Individuals: Individuals who are residents of Canada but not Canadian citizens and who cannot obtain passports from their countries of origin.
Purpose: The purpose of this bank is to store completed applications for certificates of identity and refugee travel documents submitted by those residents of Canada who are not Canadian citizens and who cannot obtain passports from their countries of origin. The application forms are used to establish the identity of applicants and their entitlement to a travel document in accordance with Canadian and international conventions.
Consistent Uses: Consistent use may include disclosure to police agencies in order to determine whether a false statement has been made which could lead to a prosecution under the Criminal Code.
Retention and Disposal Standards: Hard copy records are retained for five years; microfilm records are retained indefinitely.
PAC# = 75-023
Related to COR: DEA/MCB-215
TBS Registration Number: 000346

DEA/P-PU-030

Passport Offices: Regular and Official Travel Passports

Description: This bank contains applications for regular and official travel passports. Individual records include the application form and an alphabetical and numerical index to facilitate file retrieval. The data content of each record includes demographic information and the personal characteristics of family and children, custody provisions concerning children, and address and employment information concerning the applicant's guarantor. Most of the information is supplied by the applicant. Some is received from local, provincial or federal authorities.
Class of Individuals: Canadian citizens and government employees who have applied for regular or official travel passports.
Purpose: The purpose of this bank is to store completed applications for regular and official travel passports submitted by Canadian citizens and government employees travelling on official business, on their own behalf and on behalf of their dependants. Information on the application forms is used to verify the identity and citizenship of an applicant, to confirm entitlement to a Canadian passport and to enable the Consular Bureau to provide assistance where necessary to travelling Canadians.
Consistent Uses: Consistent use may include disclosure to police agencies in order to determine whether a false statement has been made which could lead to a prosecution under the Criminal Code.
Retention and Disposal Standards: Hard copy records are retained in the bank for 10 years; microfilm records are retained indefinitely.
PAC# = 75-023
Related to COR: DEA/MCB-215
TBS Registration Number: 000347

DEA/P-PU-035

Access Request Data Bank

Description: This bank contains the access request forms sent by individuals requesting access to departmental records and personal information, the replies to such requests, and information related to their processing. It is used for processing access requests only, and to report on the number of requests received annually.
Class of Individuals: Canadian citizens, landed immigrants, or others authorized by Order-in-Council who have made requests under the *Access to Information Act* or the *Privacy Act*.
Purpose: The purpose of this bank is to store information related to requests made under the *Access to Information Act* and the *Privacy Act*.
Retention and Disposal Standards: Records are retained for two years after completion of the request.
PAC# = 75-023
Related to COR: DEA/CCB
TBS Registration Number: 000348

DEA/P-PU-040

Personal Information Disclosed to Federal Investigative Bodies

Description: In accordance with subsection 8(4) of the *Privacy Act*, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the *Privacy Act*, for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation.

Class of Individuals: Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the *Privacy Act* from federal investigative bodies for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation.

Purpose: The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the *Privacy Act* to federal investigative bodies for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation.

Retention and Disposal Standards: Records are retained for two years after completion of the request.

PAC# = 75-023

TBS Registration Number: 000349

Classes of Personal Information

In the course of conducting the programs and activities of the Department of External Affairs, categories of personal information may be accumulated which are not contained in the specific information banks described in this entry. This information exists in a fragmented form throughout the subject files of the Department, which are described in the Access Register. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other personal identifier. This form of information is retrievable only if specifics are provided concerning the subject matter, related departmental activity, the date on which the information was received by the Department and to whom it was addressed.

The personal information contained in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject record schedules.

The classes of personal information listed below describe particular classes of records which, because of their nature, are more likely to contain personal information.

Legal Affairs Bureau

The three divisions of the Legal Affairs Bureau handle a number of important functions including multi-lateral legal issues, peace and security law, humanitarian law, economic law, trade agreements, treaties, international law and individual legal and legal-protocol cases. Personal information held by the bureau may include enquiries from Canadian residents seeking advice about international and foreign legal systems, and claims by Canadian citizens for possible support by the Canadian government. Other personal information would relate to specific issues handled by the bureau. Persons seeking access must specify the subject of the enquiry, as well as country and/or city, legal firm, contacts, incidents, dates and circumstances which may have led to the development of a record.

Office of Protocol

The Office of Protocol is responsible for the administration of protocol-related programs of the Department and for the development of policies and procedures which direct the administration of protocol programs. Personal information in this class would pertain to individuals who have participated in, or have been the subject of protocol-related activities within programs such as accreditation and ceremonies, privileges and immunities, government hospitality, protection of foreign representatives and foreign decorations, and awards and honours to Canadians. Persons seeking access should specify the subject of the enquiry, country and/or city, contacts, incident, visits, conference, delegation, dates and circumstances which may have led to the establishment of a record.

International Security and Arms Control Bureau

The two divisions in this bureau, the Arms Control and Disarmament Division and the Defence Relations Division, are responsible for the preparation and implementation of departmental policies concerning defence, arms control and disarmament. Personal information may be held by the bureau concerning individuals who have been involved in defence activities with NATO, NORAD, or other international defence or arms control organizations, or in conferences or visits. Personal information might include personal biographies, tours of defence colleges, military travel and training, and nominations of Canadians for positions in international defence organizations concerned with defence or arms control. Persons seeking access should specify the subject of the enquiry, country and/or city, contacts, incident, conference/organization, visits, dates and circumstances which may have led to the establishment of a record.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to

Access to Information and Privacy Co-ordinator
Department of External Affairs
Lester B. Pearson Building
Tower A, Main Floor
125 Sussex Drive
Ottawa, Ontario
K1A 0G2
Telephone: (613) 992-1425 or (613) 992-9273

CENTRAL BANKS

The following bank is located at headquarters.

DEA/P-CE-701

Personnel Administration: Non-External Affairs Appointments

Description: The bank contains records pertaining to individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting arrangements for the individual.

Class of Individuals: Federal government employees who are not employees of the Department of External Affairs who have been posted to a mission abroad.

Purpose: The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of the Department of External Affairs.

Retention and Disposal Standards: Information is retained in the bank for two years after the completion of the individual's posting and then destroyed.

PAC# = 85-001

TBS Registration Number: 000350

PARTICULAR BANKS

The following banks are located at headquarters and at missions abroad.

DEA/P-PE-801

Personnel Administration — Locally-Engaged Staff

Description: The bank contains appointments, appraisals, classification, geographic location, pay, pension, separation, training and travel of locally-engaged staff at Canadian missions abroad.
Class of Individuals: Individuals who have been employed as locally-engaged staff at Canadian missions abroad.
Purpose: The purpose of this bank is to retain information relating to the administration of staff engaged by Canadian missions in the countries where the missions are located.
Retention and Disposal Standards: Records at the mission are destroyed six months after the employee leaves the service of the mission; records at Ottawa headquarters are retained and disposed of in accordance with normal departmental policy for personnel records.
PAC# = 85-001
TBS Registration Number: 000351

DEA/P-PE-802

External Affairs: Security and Personal Safety of Employees

Description: This bank contains detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property. Information in the bank is provided by federal government employees and third-party sources in Canada and abroad. Individual employees would be mentioned only incidentally, for instance as the source of information and would not be the reason for assembling material in this bank.
Class of Individuals: Canadian government employees who have been assigned to a Canadian mission abroad.
Purpose: The purpose of this bank is to retain detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property.
Retention and Disposal Standards: These records are retained indefinitely.
PAC# = 85-001
Related to COR: DEA/IFB-140
TBS Registration Number: 000352

STANDARD BANKS

The following banks are located at headquarters and in missions abroad.

DEA/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals if judged by the Dominion Archivist to be of historical interest or of archival value are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000353

DEA/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.

Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000354

DEA/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000355

DEA/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000356

DEA/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 000357

DEA/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000358

DEA/P-SE-907
Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid

Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 000359

DEA/P-SE-908

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000360

DEA/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000361

DEA/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000362

DEA/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 000363

DEA/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000364

DEA/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 000365

DEA/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 000366

DEA/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000367

DEA/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000368

DEA/P-S-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 000369

DEA/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.

PAC# = 85-001

TBS Registration Number: 000370

DEA/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.

PAC# = 85-001

TBS Registration Number: 000371

FARM CREDIT CORPORATION

Chapter 44

Background

The objective of the Farm Credit Corporation is to provide long-term mortgage credit to farmers and to syndicates of farmers.

Access Procedures

Headquarters

Privacy Co-ordinator
Farm Credit Corporation
434 Queen Street
P.O. Box 2314, Postal Station "D"
Ottawa, Ontario
K1P 6J9
Telephone: (613) 996-6606

The following information bank is located in each of the regional offices of the Farm Credit Corporation. Enquiries concerning this bank should be addressed to the Assistant Regional Manager, Farm Credit Corporation, at the appropriate provincial address listed below.

British Columbia
595 K.L.O. Road
Kelowna, British Columbia
V1Y 8E7
Tel. (604) 762-2416

Alberta
Continental Bank Building
Suite 1550, 10250 — 101 Street
Edmonton, Alberta
T5J 3P4
Tel. (403) 420-4488

Saskatchewan
500 South Broad Plaza
2045 Broad Street
Regina, Saskatchewan
S4P 2B7
Tel. (306) 780-5610

Manitoba
400 — 5 Donald Street
Winnipeg, Manitoba
R3L 2T4
Tel. (204) 949-4039

Ontario
105 Silvercreek Parkway North
Guelph, Ontario
N1H 7G7
Tel. (519) 821-1330

Québec
2700 Blvd. Laurier, Suite 2000
P.O. Box 3600
Sainte-Foy, Québec
G1V 4C7
Tel. (418) 648-3993

Maritime Provinces
2nd Floor, Boulevard Plaza
Phase 1
Suite 230
1133 St. George Blvd.
Moncton, New Brunswick
E1E 4E1
Tel. (506) 857-6595

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

FCC/P-PU-005
Regional Registry of Customer Files

The information contained in the files consists of loan application forms, farm appraisal reports, and financial and legal data. Each regional office holds a bank which is limited to individuals who have active loans within the province(s) or the regional office services, or who have applied unsuccessfully for assistance in that province within the past two years. Requests for data must include full name, address and file or account number if applicable. The information in this bank relates to farmers. The purpose of this bank is to record and store documentation pertaining to applications for assistance and loans made under the provision of the *Farm Credit Act* and the *Farm Syndicates Credit Act*. Documentation is used to determine the viability of the applicant's enterprise for lending, and for loan administration and statistical purposes. Records on approved loans are retained for a maximum period of 32 years, or two years from the date the loan is fully repaid, whichever is the lesser period, and then destroyed. Files for abortive/ cancelled loans, or withdrawn/rejected applications are kept a maximum of two years from date of such action and then destroyed.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please forward all requests for formal access to

Privacy Co-ordinator
Farm Credit Corporation
434 Queen Street
P.O. Box 2314, Postal Station "D"
Ottawa, Ontario
K1P 6J9
Telephone: (613) 996-6606

PARTICULAR BANKS

FCC/P-PE-801 *Formerly Identified as:* FCC/P-SE-915
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001626

STANDARD BANKS

The following banks are located at headquarters.

FCC/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 001625

FCC/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001624

FCC/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001623

FCC/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

PAC# = 85-001

TBS Registration Number: 001622

FCC/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.

PAC# = 85-001

TBS Registration Number: 001621

FCC/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001620

FCC/P-SE-907

Occupational Health and Safety

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.

PAC# = 85-001

TBS Registration Number: 001619

FCC/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001618

FCC/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001617

FCC/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

PAC# = 85-001

TBS Registration Number: 001616

FCC/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001615

FCC/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 001614

FCC/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

PAC# = 85-001

TBS Registration Number: 001613

FCC/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.

Consistent Uses: To support decisions regarding employee assistance measures.

Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001

TBS Registration Number: 001612

FCC/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 001611

Deleted Personal Information Banks

FCC/P-SE-908 Vehicle, Ship, Boat and Aircraft Accidents

FEDERAL BUSINESS DEVELOPMENT BANK

Chapter 45

Background

The Federal Business Development Bank (FBDB), a Crown corporation, was established by the *Federal Business Development Act* of 1974 to succeed the Industrial Development Bank (IDB), which was formed in 1944.

While the IDB was primarily concerned with the provision of financial assistance, the Federal Business Development Bank was created to promote and assist in the establishment and development of business enterprises in Canada by providing financial assistance, management counselling, management training, information and advice, with particular consideration to the needs of small businesses. The Bank provides small business enterprises with a single source from which both financing and information suited to their unique requirements may be obtained.

A network of branches across Canada provide the full range of the Bank's services to small businesses located in each branch territory.

Access Procedures

Enquiries relating to the information bank and classes of personal information listed here should be addressed to

Office of the Privacy Co-ordinator
Federal Business Development Bank
P.O. Box 335
Stock Exchange Tower Station
Montréal, Québec
H4Z 1L4
Telephone: (514) 283-3554

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

BDB/P-PU-005
Regional Register of CASE Counsellors

This bank contains information on retired business and professional people who are registered as counsellors under the CASE counselling program. The purpose for which the information was compiled or obtained was to provide information to co-ordinators on the qualifications and experience of counsellors with a view to matching with the needs of the applicant business. Records are retained for six years from the date they become inactive.

Classes of Personal Information

In the course of conducting the programs and activities of the Loans Department, Investment Banking, Financial Planning, and Management Services, some personal information may be accumulated within the Federal Business Development Bank's client files. Information may include such items as an individual's name, age, marital status, employment or managerial history, or information relating to financial transactions in which the individual is or has been involved.

This form of personal information is normally retrievable only if specific information concerning the name of the enterprise or the number of the account concerned is provided.

Loans Department and Investment Banking client enquiries and applications are retained for two years. Loans Department and Investment Banking client files are retained for a total of six years from the date the loan is cancelled, fully repaid, withdrawn, declined or written-off and inactive. Management Services client files (counselling) are retained for six years from the date the files become inactive. Management Services enquiries (information) are retained for two years. Financial Planning client files are retained for six years from the date the files become inactive. Financial Planning enquiries are retained for two years.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct enquiries about the following banks to the address given under Access Procedures.

STANDARD BANKS

BDB/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000830

BDB/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000831

BDB/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000832

BDB/P-SE-907
Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 000833

BDB/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 000834

DEPARTMENT OF FINANCE

Chapter 46

DEPARTMENT OF FINANCE

Overall Responsibilities

The Department of Finance is the policy agency primarily responsible for advice to the government on the economic and financial affairs of Canada.

The Department deals with the performance of the Canadian economy in all important aspects — the growth and the sharing of output, employment and income, the stability of prices and the long-term development of the country. It is concerned with the harmony of all initiatives of federal departments or agencies which have important impacts on the economy. The Department of Finance is vitally concerned with trade and monetary affairs and other international forces bearing on Canada's domestic performance. The Department works constantly toward improved co-ordination of economic action between provincial governments and the Government of Canada.

This broad horizon of interest finds expression in the budget speech by the Minister of Finance. This core document of government policy plays a traditional role in reviewing the government's accounts and in making proposals with respect to both expenditures and revenues. In recent years, it has also provided an authoritative review of past, present and future economic factors affecting business and the nation's finances.

The Department analyzes and appraises the economic situation and prospects in Canada, and in other countries of interest to Canada; advises on fiscal and other economic policies and measures; recommends measures to meet the requirements of the government within appropriate fiscal policies, by action in expenditure, lending, taxation, borrowing and cash management; advises on matters concerning the balance of payments, exchange reserves, international monetary and financial arrangements, coinage and related matters; participates in international negotiations and other meetings related to trade, finance, taxation, economic development and other subjects, and makes contributions to international financial institutions; advises on policies relating to federal-provincial fiscal and economic relations, carries on discussions with provincial authorities and administers the various statutory payments to provincial governments; administers statutes relating to guaranteed loans, the capital budgets and financing of Crown corporations and agencies.

Organization

The Department has eight branches: Fiscal Policy and Economic Analysis; Tax Policy and Legislation; Federal-Provincial Relations and Social Policy; International Trade and Finance; Economic Programs and Government Finance; Consultations and Communications Branch; Financial Sector Policy and Administration. Each of the first seven has divisions responsible for specific policy subjects.

The Minister of Finance also reports to Parliament on the activities of the Bank of Canada, the Canadian Import Tribunal, the Tariff Board, the Department of Insurance, the Inspector General of Banks and the Canada Deposit Insurance Corporation.

As well, the Minister has charge of the management and direction of the Consolidated Revenue Fund and the direction of all financial affairs of Canada not assigned by law to any other minister.

Access Procedures

Please address any requests and enquiries under the *Privacy Act* to

Access to Information and Privacy Co-ordinator
Department of Finance
Place Bell Canada
160 Elgin Street, 24th Floor
Ottawa, Ontario
K1A 0G5
Telephone: (613) 992-6921

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Administration

FIN/P-PU-005
Personal Services Contracts

This bank contains the contracts placed, types of services rendered, length of contracts, money expended, the contracts and supporting documents. This personal information relates to individuals hired under personal service contracts by the Department. The bank is used for accounting, reference and statistical purposes. Files are retained for six years and are then destroyed.

FIN/P-PU-010
Applications for Employment

This bank serves as a reference for any applications received from individuals seeking employment with the Department of Finance. These requests usually consist of a letter to which a curriculum vitae is attached and which contain such information as the name, address, education and experience of the individual. These applications are considered as positions become vacant. This personal information relates to individuals seeking employment with the Department. Information is compiled so that it can be referred to when considering a candidate for a vacated position. The bank is also used to store information on these individuals. The records are retained for two years and are then destroyed.

Access to Information and Privacy Division

FIN/P-PU-015
Privacy Request Files

This bank contains information supplied by individuals wishing to access personal information banks under the control of the Department of Finance and the documentation (forms, correspondence, notices, etc.) required to process the request in accordance with the *Privacy Act* and necessary to allow the individual to exercise his/her rights under the Act. This information is compiled to process request(s) submitted under the *Privacy Act* and to allow individuals to exercise their rights under the legislation. The bank is used in the compilation of statistics in relation to reporting requirements of the *Privacy Act* or in relation to studies on the developing trends of requests submitted under the Act. Information is retained for two years from the date of the most recent action on file, after which the records are destroyed.

FIN/P-PU-020
Access Request Files

This bank contains the information supplied by individuals wishing to access records under the control of the Department of Finance and the documentation (forms, correspondence, notices, etc.) necessary to process the request in accordance with the *Access to Information Act* and required to allow individuals to exercise their rights under the

Act. This information is compiled to process request(s) submitted under the *Access to Information Act* and to allow the individuals to exercise their rights under this legislation. The information may also be used to compile statistics in relation to reporting requirements or in relation to studies on developing trends on the use of the legislation. Information is retained for two years from the date of the most recent action on file, after which the records are destroyed.

Classes of Personal Information

In the course of conducting the programs and activities of the Department of Finance, personal information may be accumulated which is not contained in the specific information banks described in this entry. This information exists in a fragmented form throughout the subject files of the Department. This information is stored as part of the general subject files, where records are not normally retrieved by the name of the individual or other personal identifier. This form of information is retrievable only if specifics are provided concerning the subject matter, related departmental activity, as well as the date at which the information was received by the Department and to whom it was addressed.

The personal information contained in the subject files is retained for the same period of time as the related subject information and disposed of according to the appropriate record schedules.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to the address given under Access Procedures.

STANDARD BANKS

FIN/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing; attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001

TBS Registration Number: 000964

FIN/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The bank provides a record of the information used in staffing positions in a government institution.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001

TBS Registration Number: 000965

FIN/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000966

FIN/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

PAC# = 85-001

TBS Registration Number: 000967

FIN/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.

PAC# = 85-001

TBS Registration Number: 000968

FIN/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000969

FIN/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may

refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000970

FIN/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000971

FIN/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 000972

FIN/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000973

FIN/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 000974

FIN/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 000975

FIN/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2)

about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.

Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000976

FIN/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.

Class of Individuals: Departmental employees

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Consistent Uses: To issue identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.

PAC# = 85-001

TBS Registration Number: 000977

FIN/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.

PAC# = 85-001

TBS Registration Number: 000978

FIN/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.

PAC# = 85-001

TBS Registration Number: 000979

DEPARTMENT OF FISHERIES AND OCEANS

Chapter 47

DEPARTMENT OF FISHERIES AND OCEANS

Overall Responsibilities

The Department of Fisheries and Oceans has as its primary duty the promotion and undertaking of programs designed to improve the management and sustained economic utilization of the marine and aquatic renewable resources of the nation. The departmental organization has two principal components: Fisheries Management, and Ocean Science and Surveys.

Fisheries Management is responsible for the conservation and development of the fisheries and their associated economic implications; for the promotion, assistance and conduct of research relating to the environmental, economic and social aspects of commercial and recreational fisheries and fishermen; for the operation of small craft harbours; and for the negotiation of international arrangements governing fisheries operations.

Ocean Science and Surveys is responsible for the conduct of a research program in physical, chemical and biological oceanography and limnology; for the provision of adequate, related data services to meet national and international requirements; for the promotion and support of international co-operation on the study and use of the ocean seabed and resources thereof; for the conduct of hydrographic surveys directed towards the production of navigation, resource and recreational charts; and for the systematic development and provision of knowledge of the marine environment.

Access Procedures

For further information send enquiries to

Privacy Co-ordinator
Fisheries and Oceans
14th Floor
200 Kent Street
Ottawa, Ontario
K1A 0E6

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

DFO/P-PU-005
Prices Support Programs

The Fisheries Prices Support Board is authorized from time to time to make deficiency payments to fishermen on specific species. When programs are approved, fishermen are invited to complete an application form requesting deficiency payments on the approved species. Application forms include: name, address, social insurance number, sealing licence number of each applicant and the volume and value of the approved species sold during a given period. Currently there are no approved programs for species other than seal. This information is compiled to make deficiency payments on seal pelts because of depressed market prices for seal skins. The retention and disposal standards are to be established.

DFO/P-PU-010
Atlantic Commercial Fishing Licence Database

The bank contains an alphabetical listing of Atlantic commercial fishermen with complete licensing and fishing vessel profiles for each. The data are supplied to the Department by fishermen on their licence application forms. The key data elements are name, address, social insurance number, homeport, fishing category (full-time or part-time), fees paid, vessel name, vessel specifications and licence entitlements. The data are used in developing fishing plans and in producing a list of commercial fishermen and fishing vessels available to the public. The purpose of this bank is to contribute to the process of establishing annual fishing plans and to respond to requests for information under the *Access to Information Act*. Retention standards are to be established.

DFO/P-PU-015
Fishing Vessel Insurance Plan — Insured Vessels

The purpose of this bank is to determine whether applicants are eligible to have their vessels insured under the plan; to record details of insured vessels and all other necessary data on premiums, indemnities and claims made against the plan. The bank contains names and address of owners of insured vessels; descriptions of insured vessels; and details of premiums paid and indemnities paid. The records are retained for 15 years and then destroyed.

DFO/P-PU-020
Manuscript Reviews

The data bank contains a list of qualified referees (specialists in a variety of disciplines), and records the receipt, review and appraisal of manuscripts selected for publication or rejection. The purpose of this bank is to record receipt, review and appraisal of manuscripts selected for publication or rejection, and to maintain a list of qualified referees. of published manuscripts is made through publication of abstracts in technical indexes. Retention standards are to be established.

DFO/P-PU-025
Fisheries and Oceans Science Subvention Program

The primary use of the bank is to record receipts and decisions concerning applications for grants. It contains personal and professional histories supplied by applicants, evaluations of proposals and ongoing assessments of project success, relevance and the desirability of continued support prepared by departmental liaison officers. Basic project data is supplied to Statistics Canada and the National Research Council for statistical analyses. The files are required to properly administer the granting of funds for individuals. Information is disclosed to reviewers and members of the Review Committee. Successful applications have name, university, project award and liaison officer disclosed in an annual publication. Retention standards are to be established.

DFO/P-PU-030
Fishing Vessel Assistance Program Applicants

The bank contains the name and address of applicants; a description of vessels assisted; the amounts of subsidies approved; and a description of vessels replaced. Information relates to fishermen who apply for assistance under the program. The purpose of this bank is to determine whether applicants are eligible to receive assistance. The records are retained for ten years and then destroyed.

DFO/P-PU-035
Fisheries Improvement Loan Information

The bank contains individual loan files on borrowers with defaulted outstanding loans that have been guaranteed under the program. Information relates to fishermen with loans guaranteed by the federal government. The purpose of the bank is to administer the Fisheries Improvement Loans Program and to safeguard the interest of the Crown by collecting debts still outstanding.

DFO/P-PU-040

Fish Health Officials

The bank contains personal files with information submitted in support of applications for recognition as Fish Health Officials under the Fish Health Protection Regulations. Applicants include federal and provincial government employees as well as persons in the private sector in Canada, and from other countries. The bank also contains lists with names, addresses, and specimen signatures of Fish Health Officials. Based on the information provided by individuals, and personal references obtained from third parties, decisions are made whether to accept or reject applicants requesting recognition as Fish Health Officials. Lists of recognized Fish Health Officials are prepared, with specimen signatures. Lists with individual specimen signatures of Fish Health Officials are sent to Local Fish Health Officers (LFHO's) who administer the Fish Health Protection Regulations in each province/region of Canada. LFHO's use the lists to verify signatures on Fish Health Certificates that are required before import permits can be issued for importation or transfer between provinces of cultured salmonid fish. The bank relates to professionals with specific education and experience in fish disease diagnostics.

Personal files of Fish Health Officials (FHO's) and master copies of lists of FHO's will be held in a central registry in the Fisheries Research Directorate. FHO files will be destroyed five years after cancellation as an FHO.

DFO/P-PU-045

Requests for Oceanographic Data

This bank contains data concerning requests for services and information. Information relates to government departments, universities, consultants, general public, construction firms, publishing houses and regional offices. The bank is used as a measure of services to the public, to evaluate the type of service required by users, and to trace requests when necessary.

DFO/P-PU-055

Catch and Effort Data (New)

The Department collects "Catch and Effort Data" through fish sales slips and fishing logbooks from commercial fish buyers and vessel skippers. The information identifies individual vessel and commercial buyer, species sold/purchased, amount paid, area of catch and fishing effort where applicable, on a trip by trip basis. The Department's catch and effort data system is a decentralized one operated in five coastal regional offices. Freshwater Fish Marketing Corporation and Ontario Ministry of Natural Resources are responsible for catch statistics on inland fisheries in Prairie Provinces (including N.W.T.) and Ontario, respectively. Information in this bank relates to commercial fish buyers and vessel owners/skippers. The catch and effort data are used by the Department primarily for fish stock assessment purposes. These data are also needed for economic analyses and program evaluations of various segments of the fisheries. In all the above areas, the information is presented in an aggregated form such that an individual cannot be identified. Information in this bank will be held indefinitely due to the historical value of the information.

DFO/P-PU-060

DFO Violations (New)

The bank contains statistical data on individuals/companies plus detailed information of offences committed under Canadian fisheries legislation. The information in this bank relates to individuals with or without a fisherman's licence and companies. The bank is used for enforcement action with respect to violations of Canadian fisheries legislation. The information is also used to compile various statistics to determine compliance and surveillance levels, to have an historical data base to help identify problem areas for planning purposes and for use in court proceedings. The length of retention is to be established with Departmental Records Manager and Public Archives.

DFO/P-PU-065

Real Property Records (New)

This bank contains leases, licences & agreements issued in accordance with the *Fishing and Recreational Harbours Act* & Regulations, for the occupancy and use of harbour property. Names, addresses, description of property, length of term, rental and other considerations are included. The information contained in this bank relates to provincial governments, municipalities, commercial entities and private individuals. The information in the bank is used for administrative purposes, to ensure controlled use of harbour property, accounting records and audit purposes. Records are retained in accordance with departmental records management and the Public Archives.

DFO/P-PU-070

Harbour Managers (New)

This bank contains information on Harbour Managers appointed by the Minister. File on each Harbour Manager contains information as to name, address, education, social insurance number, experience and references. It also contains information as to the date of appointment (and cancellation) and remuneration for services performed. Note: With the exception of 30 PY's in the Pacific Region, Harbour Managers receive remuneration based on a percentage of the revenue collected at the harbour. This information relates to Harbour Managers, appointed by the Minister, in accordance with the *Fishing and Recreational Harbours Act*. Active and historic information from this bank is required for administration purposes. Harbour Managers are also designated as Enforcement Officers, in accordance with the Act. They provide on-site management, collect revenue and enforce the Act and Regulations. The information is used for audit purposes and occasionally for Court action, resulting from clients disobeying directions or not paying for berthing or other services. The retention and disposal information in this bank is to be determined with departmental records management and the Public Archives.

DFO/P-PU-075

Surveys (New)

From time to time, surveys are carried out by the Department to obtain information. These surveys include such subjects as costs and earnings data for fishing enterprises (Newfoundland), a tidal diary sports fishing survey of sports fishermen (Pacific region) and surveys of clients of departmental programs for program evaluation purposes. Other similar surveys may occur as the need arises. Information in this bank relates to clients of departmental programs and sports fishermen. The information is compiled to provide the department with the statistical or economic information it requires to manage its programs effectively. Much of this data is published in a statistical format, with all personal identifiers removed. For example, Newfoundland region publishes annually its *"Costs and Earnings"* Survey; and the Pacific region publishes the *"Recreational Mail Surveys"*. The length of retention varies for each survey.

DFO/P-PU-080

Requests Made Under the Access to Information & Privacy Acts (New)

Description: This bank contains request forms sent by individuals to the Department under the *Access to Information Act* and *Privacy Act*. The bank also contains replies made to such requests, and all records related to the processing of these requests, including, if applicable, exemptions claimed, intervention of third parties, complaints received and reports and recommendations of the Information or Privacy Commissioners.

Class of Individuals: All applicants, under the *Access to Information* or *Privacy Act*, for information controlled by the Department of Fisheries and Oceans.

Purpose: The purpose of this bank is to store information about requests made under the *Access to Information Act* or *Privacy Act*.

Consistent Uses: Compiling statistics relating to the administration of the Acts.

Retention and Disposal Standards: Two years after last administrative action. (Note: This retention period has not yet been definitively established by Public Archives.)

PAC# = 85-001

TBS Registration Number: 001740

DFO/P-PU-085

Personal Information Disclosed to Federal Investigative Bodies (New)

Description: In accordance with subsection 8(4) of the *Privacy Act*, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the *Privacy Act* for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. The bank also contains the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests.

Class of Individuals: Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the *Privacy Act* from federal investigative bodies for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation.

*Purpose:*The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8 (2)(e) of the *Privacy Act*.

Consistent Uses: Compiling statistics relating to requests from federal investigative bodies.

Retention and Disposal Standards: Two years after last administrative action.

PAC# = 85-001

TBS Registration Number: 001741

Canadian Saltfish Corporation

DFO/P-PU-090 *Formerly Identified as:* DFO/P-PU-050

Fishermen's Records

This bank contains data on purchases of fish by the Corporation in the areas it serves. The data are detailed as to quantities and values for each fisherman. This information relates to fishermen from whom the Corporation has purchased fish and is used for administrative and statistical purposes. Information is also used as a basis for distribution of additional payments to fishermen as a result of the Corporation's operations. The bank provides reports to the Corporation on areas, grades, sizes and values of fish purchases. Retention periods are to be established.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The Department of Fisheries and Oceans and the Canadian Saltfish Corporation share common personnel and administrative services. Please address all requests for formal access to

Privacy Co-ordinator
Fisheries and Oceans
14th Floor
200 Kent Street
Ottawa, Ontario
K1A 0E6
Telephone: (613) 993-0991

PARTICULAR BANKS

DFO/P-PE-801

Harbour Managers (New)

Contains information as to date of appointment (and cancellation), remuneration for services performed. Note: With the exception of 30 PY's in the Pacific Region, the remainder receive remuneration base on a percentage of the revenue collected at the harbour. Contains information on Harbour Managers appointed by the Minister. File on each Harbour Manager contains information as to name, address, phone number, education, social insurance number, experience, and references. Harbour Managers are appointed by the Minister in accordance with the *Fishing and Recreational Harbours Act*. Active and historical information from this bank is required for administration purposes. Harbour Managers are also designated as Enforcement Officers, in accordance with the Act. They provide on-site management, collect revenue and enforce the Act and Regulations. The information is used for audit purposes and occasionally for Court action, resulting from clients disobeying directions or not paying for berthing or other services. The retention and disposal of information in this bank is to be determined with departmental records management and Public Archives.

DFO/P-PE-802

National Priority Clearance and Liaison Service (New)

This bank contains information regarding the staffing/redeployment of priority persons in the department. It contains information related to the candidates and positions for which they were considered. This information relates to all employees of DFO whose position has been identified as surplus. When staffing a position in DFO, this inventory is accessed to ensure priority persons are given due consideration for redeployment. The bank information may also be used for other related administrative purposes. Statistical reports to Central Agencies (PSC & TBS) and bargaining agents are also compiled from this bank. The retention and disposal standards have yet to be determined.

STANDARD BANKS

The following banks are located at headquarters and in the regions.

DFO/P-SE-901

Employee Personnel Records

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing,

attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000626

DFO/P-SE-902
Staffing — Management Category (I)
Description: Contains general information regarding the staffing of management category positions in the Department, and information related to the position being staffed, the candidates and the successful candidate. General documentation related to specific positions (up to SM); specific documentation related to individual performance as a result of competitions.
Class of Individuals: Employees at the SM(-2), SM(-1) levels; employees in the management category; applicants competing or being given consideration for a position.
Purpose: When staffing a position in the Public Service, a staffing file has to be prepared for reference and audit purposes.
Consistent Uses: Information used during competitive process and appointments from eligibility lists when established.
Retention and Disposal Standards: Records are retained for three years.
PAC# = 85-001
TBS Registration Number: 000627

DFO/P-SE-902
Staffing (II)
*Description:*This bank contains general documentation related to specific positions (up to SM) and specific documentation related to individual performance as a result of competitions. The information includes application form, résumé, appraisal, assessment, board report, eligible lists, conflict of interest and agreement to become bilingual.
*Class of Individuals:*Applicants competing or being given consideration for a position.
*Purpose:*The purpose of this bank is to assess applicants for positions.
*Consistent Uses:*Information used during competitive process and appointments from eligible lists when established. May also be sued at an appeal hearing or during an investigation.
*Retention and Disposal Standards:*Records are retained for three years in department.
PAC# = 85-001
TBS Registration Number: 001742

DFO/P-SE-903
Attendance and Leave
Description: The bank contains information on all approved leave requests and monthly attendance reports and notes including physician certificate forms justifying absences.
Class of Individuals: The information relates to Departmental employees.
Purpose: The information is obtained for the administration of employee attendance and leave.
Consistent Uses: Verification of absences against leave credits, salary payments against attendance reports, recording of leave on annual leave report form and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: The records are destroyed one year after expiry of fiscal year.
PAC# = 78-001
TBS Registration Number: 000628

DFO/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and

benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000629

DFO/P-SE-905
Training and Development
Description: Contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments and correspondence related to participation of employees in training activities sponsored by both government and non-government organizations; record of approved courses for employees in annual training plans; departmental training records for in-house courses (list of employees who have attended including social insurance numbers); information required for central agency reporting purposes including forms (training — expenditure, and training — human resource reports) detailing resources expended (financial and human) in the provision of training; individual records on employees who are on extended educational leave, CAP and other special development programs. These banks (files) include resumés, performance reviews, return of service undertaking agreements, and forms indicating management approval; inventory of training/authorization forms; inventory of CAP participants; inventory of interchange participants; inventory of education/leave participants; and inventory of professional development leave participants.
Class of Individuals: Employees of the Department of Fisheries and Oceans and other public servants who have either attended DFO courses or who have acted as instructors in DFO courses.
Purpose: To provide documentation for the administration of training and development programs within the Department of Fisheries and Oceans; administrative focal point with central agencies on TDIS, and development programs; and submission of cases for review by the Human Resource Committee.
Consistent Uses: To register employees on courses and maintain a record of courses taken; to enable follow-up concerning payment and provide Treasury Board with information relating to training activities; to provide management with information concerning employee training taken and planned training activities.
Retention and Disposal Standards: Training forms retained until the end of year and then sent to registry.
PAC# = 85-001
TBS Registration Number: 000630

DFO/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000631

DFO/P-SE-907
Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 000632

DFO/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence

concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.

Consistent Uses: To determine liability for such accidents and to approve damage settlements.

Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000638

DFO/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000633

DFO/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000634

DFO/P-SE-912

Performance Reviews and Employee Appraisals

Description: Contains information regarding the level of performance of individual employees in terms of skills, abilities, and accomplishments. Files contain copies of annual PRAR reports which contain employee evaluations, summaries of performance reviews, abilities and characteristics, objectives, training and development.

Class of Individuals: All employees in the management category (EX & SM) and employees falling under merit/performance pay plans (except PE's).

Purpose: As employees are subject to merit/performance pay plans, their performance evaluations must be kept since they are an important element in determining their annual salary rate. Performance quotas have to be met and statistical information has to be produced. Therefore, easy access to performance evaluations is a must.

Consistent Uses: Determination of annual salary and identification of training and development needs.

Retention and Disposal Standards: Files are destroyed once employees terminate employment with the Department.

PAC# = 85-001

TBS Registration Number: 000635

DFO/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 000636

DFO/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

PAC# = 85-001

TBS Registration Number: 000637

DFO/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the

Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

Class of Individuals: Employees of government institutions.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.

Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001743

DFO/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Consistent Uses: To issue identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.

PAC# = 85-001

TBS Registration Number: 000639

DFO/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.

PAC# = 85-001

TBS Registration Number: 000640

GREAT LAKES PILOTAGE AUTHORITY, LIMITED

Chapter 48

GREAT LAKES PILOTAGE AUTHORITY, LIMITED

Background

As a result of recommendations made by a Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor-in-Council and proclaimed in force February 1, 1972.

The *Pilotage Act* created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Great Lakes Pilotage Authority, Limited was established and incorporated in 1972 as a subsidiary of The St. Lawrence Seaway Authority. It is Schedule "C", Part I Crown corporation within the meaning and purpose of the *Financial Administration Act*.

Overall Responsibilities

The role and objectives of the Authority are to establish, operate, maintain and administer, in the interest of safety, an efficient and economical pilotage service within its geographical boundaries; all waters in the Province of Québec south of the northern entrance to St. Lambert Lock and all Canadian waters in and around the provinces of Ontario and Manitoba. (Pilotage in the international waters within the boundaries is shared with United States of America Pilot Corporations, which are under the direction of the United States Coast Guard, as agreed under a memorandum of arrangements between Canada and the United States.) Further, the Authority prescribes tariffs of pilotage charges that are to be fair, reasonable and consistent with providing revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

The Authority's head office is located in Cornwall, Ontario. The Eastern District Operations office is located at the headquarters in Cornwall, Ontario and the Western District Operations office is located in St. Catharines, Ontario. All management services (administrative, personnel, financial, procurement) are provided by the head office in Cornwall, Ontario.

Access Procedures

Any enquiries under the *Privacy Act* should be addressed to

Manager
Finance and Administration
Great Lakes Pilotage Authority, Limited
P.O. Box 95
4th Floor,
132 Second Street East
Cornwall, Ontario
K6H 5R9
Telephone: (613) 933-2995

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

GLP/P-PU-005

Service Contracts

The purpose of this bank is to maintain information on the tenders and award of contracts for the supply of such services as land transportation and water transportation. The files contain the list of prospective tenderers, the tenders submitted, an analysis of the tenders received, documentation leading to the award of the contract and the signed contract between the contractor and the Authority. The files may be referred to for future contracts. The retention period for service contracts is ten years. Access to this bank will require the contract number and description of the service.

GLP/P-PU-010

Procurement

The purpose of this bank is to maintain information on quotations/tenders received and the award of orders for the purchase or supply of commodities, materials and equipment. Files contain a requisition describing the items to be purchased, quotations/tenders received, an analysis of the prices received, documentation leading up to the award of an order, delivery follow-up and correspondence on price escalation. The files may be used as research for future purchases. The retention period for purchase orders and supporting documentation is five years. Access to this bank will require purchase order number and the name and address of supplier.

GLP/P-PU-015

Accounts Receivable Files

The purpose of this bank is to maintain information on monies owing to the Authority. Files contain the names and addresses of firms, individuals, details of the amount owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. The retention period is six years. Access to this bank will require a name and address.

GLP/P-PU-020

Accounts Payable Files

The purpose of this bank is to maintain information on the payment of accounts to firms or individuals for services or products provided to the Authority. Files contain the names and addresses of firms, individuals, invoices for services rendered or products provided, detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers, together with supporting documentation, are maintained in hard copy and are filed by date of payment. The retention period for original accounts payable vouchers, together with supporting documentation, is seven years. Access to this bank will require a name, address and the date of the account.

GLP/P-PU-025

Application for Employment File

The purpose of this bank is to maintain a record of information relating to applications for employment received from the general public. This bank contains completed application forms, letters and curricula vitae of persons interested in working for the Authority. The retention period for this bank is two years. Access to this bank will require a name, address and date of birth.

GLP/P-PU-030

Register of Pilots

The purpose of this bank is to retain a register of certificates and qualifications for pilots required under the *Pilotage Act*. This bank contains information on physical characteristics, licences and certificates. The retention period for this bank is indefinite. Access to this bank will require a name and address.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to the Manager, Finance and Administration, at the address given under Access Procedures.

PARTICULAR BANKS

The following bank is located at headquarters.

GLP/P-PE-801

Register of Pilots

The purpose of this bank is to retain a register of employee certificates and qualifications for employee pilots required under the *Pilotage Act*. It contains information on physical characteristics, licences, certificates. Files are retained indefinitely.

STANDARD BANKS

The following banks are located at headquarters.

GLP/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.

PAC# = 85-001

TBS Registration Number: 000425

GLP/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

PAC# = 85-001

TBS Registration Number: 000426

IMMIGRATION APPEAL BOARD

Chapter 49

IMMIGRATION APPEAL BOARD

Background

The Immigration Appeal Board is an independent court established under the *Immigration Act*, 1976, to hear appeals made under the Act, and to consider the redetermination of claim to United Nations Convention Refugee Status. Under the Act, the Board consists of not less than seven and not more than 18 members who are appointed by the Governor-in-Council. The present Board consists of the Chairman, five vice-chairmen and 11 other members. A quorum of the Board is not less than three members, one of whom must be the Chairman or vice-chairman.

Organization

Headquartered in Ottawa, the Board has permanent regional courts in Ottawa (the National Capital Region), Montréal (Québec and the Maritimes), Toronto (Ontario) and the Vancouver (British Columbia and the Yukon). A permanent registry office is located in Winnipeg and serves the Prairies and Western Canada. The Board travels to other cities in Canada as the volume of cases warrants.

The Board is supported by an Operations Branch (Secretariat) with three regional offices.

The Board hears appeals made by permanent residents of Canada or Convention Refugees who have been ordered deported; persons holding a valid visa who are refused entry into Canada; the Minister of Employment and Immigration when he or she is not satisfied with a decision of an adjudicator which allows a person to remain in or enter Canada; Canadian citizens who have sponsored an application for landing in Canada by a member of the family class which has been refused.

Persons who have made a claim to be a Convention Refugee within the meaning of the UN Convention relating to the Status of Refugees, and whose claim has been refused by the Minister of Employment and Immigration, may apply to the Board for a redetermination of that claim.

The Board is a court of record and appeals; applications and related proceedings are heard in open court except where, at the request of one of the parties to an action, the Board in its discretion directs that the proceedings shall be *in camera*.

The Minister of Employment and Immigration is a party to all proceedings before the Board.

In making its decisions, the Board is bound by the legislation and the ensemble of Canadian immigration jurisprudence and relevant decisions and interpretations of higher courts; its proceedings are governed by rules of procedure and it has the powers, rights and privileges of a superior court of record.

Hearings are open to the public. The record of any proceeding before the Board is public information and access is provided by the registrar on request (except in the very few cases where the proceedings are *in camera*).

Access Procedures

General enquiries of an informal nature should be directed to

National Capital Region, Québec and the Maritimes
Registrar
200 Dorchester West
East Tower, 1st Floor
Montréal, Québec
H2Z 1X4

Ontario
Registrar
1235 Bay Street, 6th Floor
Toronto, Ontario
M5R 3K4

Prairies and Western Canada
Registrar
P.O. Box 1543
Main Post Office
Winnipeg, Manitoba
R3C 2Z4

British Columbia and the Yukon
Registrar
16th Floor, Suite 1600
800 Burrard Street
Vancouver, British Columbia
V6Z 2J9

Formal requests under the *Privacy Act* must be made in writing to

Access and Privacy Co-ordinator
Immigration Appeal Board
116 Lisgar Street, 3rd Floor
Ottawa, Ontario
K1A 0K1
Telephone: (613) 995-6486

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Operations Branch

IAB/P-PU-005
Immigration Appeal Board Records
Description: The record contains all the documentation related to the processing of any action before the Immigration Appeal Board, including all of the papers, submissions, evidence and exhibits provided by the parties to the action prior to, during and after the hearing. Decisions of the Board, the reasons for the decision, notices of any proceeding before a higher court and decisions of higher courts form part of the record.
Class of Individuals: Permanent residents of Canada or Convention Refugees who have been ordered deported; and persons holding a valid visa who are refused entry into Canada.
Purpose: The purpose of these files is to record the proceedings before the Immigration Appeal Board.
Consistent Uses: The record is used for decision-making purposes. Extracts from the records may appear in the Immigration Appeal Board Index of significant or precedent setting decisions of the Immigration Appeal Board or of a higher court.
Retention and Disposal Standards: The case file is maintained in the regional office where the case is heard for six months, before it is referred to the Public Archives, where it is retained for a further five years.
Related to COR: IAB/OPS-005
TBS Registration Number: 001308

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct enquiries concerning the following banks to the address given under Access Procedures.

STANDARD BANKS

IAB/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

PAC# = 85-001

TBS Registration Number: 001309

IAB/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The bank provides a record of the information used in staffing positions in a government institution.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001310

IAB/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001311

IAB/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 001312

IAB/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 001313

IAB/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001314

IAB/P-SE-907
Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 001315

IAB/P-SE-909
Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent

to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001316

IAB/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001317

IAB/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

PAC# = 85-001

TBS Registration Number: 001318

IAB/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001319

IAB/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 001320

IAB/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

PAC# = 85-001

TBS Registration Number: 001321

IAB/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records

relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001322

IAB/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 001323

IAB/P-SE-918
Affirmative Action Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.
Class of Individuals: Departmental employees.
Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.
Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 001324

IAB/P-SE-919
Personal Harassment
Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.
Consistent Uses: To support decisions on transfer and discipline of employees.
Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.
PAC# = 85-001
TBS Registration Number: 001325

DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT

Chapter 50

DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT

Overall Responsibilities

The department was established under Section 15 of the *Government Organization Act*, 1966, now the *Department of Indian Affairs and Northern Development Act* (RSC 1970 c. I-7, as amended). The department is, in effect, an amalgamation of the responsibilities of the then Department of Northern Affairs and Natural Resources, and the then Department of Citizenship and Immigration pertaining to Indian people in Canada.

The federal government's legislative responsibilities for Indian and Inuit derive from Section 91 (24) of the *Constitution Act* (1867) which gives the federal government the exclusive authority to pass laws relating to "Indians, and lands reserved for Indians". On the basis of this authority, the *Indian Act*, which remains the major expression of federal jurisdiction in this area, was passed and a series of treaties was concluded between Canada and various Indian bands across the country. Federal jurisdiction for Indian people under the *B.N.A. Act* was subsequently (in 1939) interpreted by the courts to apply to Inuit as well.

Within this legislative framework, the department has a number of interlocking responsibilities and objectives: to initiate, encourage and support measures that will respond to the needs and aspirations of Indian people and Inuit, and that will improve their social, cultural and economic well-being; to encourage the orderly economic and political development of the Northwest and Yukon Territories, and to co-ordinate all federal activities in the two territories; to ensure that lawful obligations to Indian people are met and to settle native claims relating to traditional native use and occupancy of land in those areas of Canada where this traditional use has not been extinguished by treaty or superseded by law.

Organization

The organizational structure of the department is divided into six operative program areas: Self-Government; Economic Development; Indian Services; Lands, Revenues and Trusts; Northern Affairs; and Administration.

Access Procedures

The department encourages requestors to utilize the present lines of communication and to request personal information through informal channels. The intent is to make available as much information as possible through informal channels. Therefore enquiries for personal information should be made directly, where possible, to the departmental office having control of the record(s) concerned. For further information contact the departmental or regional co-ordinator.

If the formal access route is used, requestors should complete a Request for Access to Records Form available at national headquarters, regional and district offices. The completed form for national or regional data banks should be forwarded to the Regional Privacy Co-ordinator for your area, and to headquarters for data banks which are only located at headquarters. If you have any problems in identifying the location, the application should be forwarded to the Departmental Privacy Co-ordinator.

Please address requests to one of the following:

Headquarters

Departmental Privacy Co-ordinator
Indian and Northern Affairs Canada
Ottawa, Ontario
K1A 0H4

Indian and Inuit Regional Offices

Atlantic
40 Havelock Street
P.O. Box 160
Amherst, Nova Scotia
B4H 3Z3

Ontario
Sir Arthur Meighen Building, Fifth Floor
25 St. Clair Avenue East
Toronto, Ontario
M4T 1M2

Québec
320 est, Rue Saint-Joseph
P.O. Box 3725
Saint-Roch, Québec
G1K 7Y2

Manitoba
275 Portage Avenue, Room 1100
Winnipeg, Manitoba
R3B 3A3

Saskatchewan
Third Floor, 2221 Cornwall Street
Regina, Saskatchewan
S4P 2L1

Alberta
9942-108th Street
Edmonton, Alberta
T5K 2J5

British Columbia
800 Burrard Street, Suite 1000,
P.O. Box 1000,
Vancouver, British Columbia
V6Z 2J3

Northwest Territories
P.O. Box 2760
4914-50th Street
Yellowknife, Northwest Territories
X0E 1H0

Yukon
Federal Building, Room 305
Whitehorse, Yukon
Y1A 2B5

Northern Affairs Regional Offices

Northwest Territories
P.O. Box 1500
Yellowknife, Northwest Territories
X1A 2R3

Yukon
200 Range Road
Whitehorse, Yukon
Y1A 3V1

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

INDIAN SERVICES PROGRAM

HOUSING AND BAND SUPPORT BRANCH

Housing Directorate

INA/P-PU-005
Indian and Inuit Off-Reserve Housing Assistance Program

The bank contains personal and financial information on registered Indians and Inuits, and is used to monitor loans and evaluate the program. This personal information relates to Indian and Inuit participating in the Off-Reserve Housing Assistance Program. The purpose of the bank is to establish a record of Indian off-reserve and Inuit housing. Records are retained for 30 years.

INA/P-PU-010
On-Reserve Housing Program

The bank contains personal information and loan details and is used to monitor individual loans and evaluate the program. This personal information relates to registered Indians participating in the On-Reserve Housing Program. The purpose of this bank is to establish records of loans for housing, from Canada Mortgage and Housing Corporation (CMHC) or NHA approved lenders, to registered Indians living on reserves. Records are retained for 30 years.

INA/P-PU-015
Subsidy Housing Program

The bank contains personal information and subsidy detail; and is used to regulate, monitor and evaluate the program. This personal information relates to on-reserve registered Indians participating in the Subsidy Housing Program. The purpose of this bank is to establish records of subsidies provided to on-reserve registered Indians for housing construction and repairs. Records are retained for 75 years.

SOCIAL DEVELOPMENT BRANCH

Income Maintenance Directorate

INA/P-PU-020
Social Assistance

This bank contains information on recipients and/or dependents and social assistance benefits received by individuals applying for social assistance from the Indian and Inuit Affairs Program. Occasionally the bank may contain medical and social worker reports. The bank is used to regulate, monitor and evaluate the program, to assist in budgeting and to provide input information to other departmental programs. This personal information relates to Indians and Inuits receiving social assistance benefits and certain categories of non-status persons on reserve. The purpose of this bank is to record operational and accounting information pertaining to social assistance and services. Records are retained for five years after case is closed.

Personal and Community Social Services Directorate

INA/P-PU-025
Family and Children Services

The bank contains financial, case movement and planning data including information by third party, social workers' and medical reports. Individuals identified in the bank are Indian children and their family for whom the Department accepts financial responsibility. This bank is used to regulate, monitor, evaluate and plan the Family and Children Services Program and input for other social and education programs. This personal information relates to Indian children and their families. The purpose of this bank is to record information on Family and Children Services and assist in planning for registered Indian children, where care is being provided by provincial or private agencies. Records are retained for five years after case is closed.

INA/P-PU-030
Adult Care

The bank contains adult care information and occasionally medical and social worker reports for eligible registered Indian adults. The bank is used to control, monitor and evaluate the service and input information to other social service programs. This personal information relates to registered Indian adults eligible for Adult Care services. The purpose of this bank is to record Adult Care services (care of the aged, mentally incapacitated and infirm, rehabilitation and corrective services). Records are retained for five years after case is closed.

EDUCATION BRANCH

INA/P-PU-035
Residence/Group Home Enrolment Report

Records in the bank contain demographic information on students. This personal information relates to students living in residences or group homes under the Department's auspices. This bank assists in forecasting, budgeting and planning for the future accommodation needs for those students living in residences or group homes under the auspices of this Department. Records are retained for five years.

INA/P-PU-040
Boarding Homes

This bank is used to regulate, monitor and evaluate the program. This personal information relates to students living in boarding homes under the Department's auspices. The purpose of this bank is to record information on students living in boarding homes under the Department's auspices, and data on the boarding homes. Records are retained for five years.

INA/P-PU-045
Elementary and Secondary School/Nominal Roll Students

The bank contains demographic and general school information on students being educated by the Department. This personal information relates to students for whom the Department is responsible. The purpose of this bank is to record information on elementary and secondary school students for whom the Department is responsible. The bank is used in monitoring and evaluating the program and as input to other departmental education programs. Records are retained for five years.

INA/P-PU-050
Continuing Education Information System (CEIS)

The bank contains personal and academic records on registered Indians and Inuit. The personal information will be comprised of name, band affiliation, field of study, date of graduation (or expected date of graduation) and post-secondary institution attended. This personal information relates to registered Indians and Inuit academic records. The purpose of this bank is to record post-secondary educational services provided to Indians and Inuit. It is also used in regulating, monitoring, and evaluating the program and input to other departmental educational programs. The information in this bank is used for providing selective lists of students and/or graduates to employers wishing to contact and select academically qualified Indians and Inuit for employment in various occupational categories. Records are retained for five years.

INA/P-PU-055
Principal's Monthly Report

The bank contains information pertaining to school attendance, admissions and withdrawals, including general school operations. Individuals identified in this bank are the students and staff of the Department's school. This personal information relates to students and staff of the Department's school. The purpose of this bank is to report in school activities and evaluate school operations pertaining to Indian and Inuit students only. Records are retained for five years.

INA/P-PU-060
Scholarships

This bank contains personal and scholarship information used in monitoring and evaluating the program. This personal information relates to eligible Indian students. This bank is established to record scholarships awarded to eligible Indian students. Records are retained for five years after payment of scholarship.

INA/P-PU-065
Contracts

Data in this bank pertains to the contract and includes personal information for those persons who tendered or who were consulted. This personal information relates to persons under contract. The purpose of this bank is to establish a record for those individuals under business, janitorial and para-professional contracts. Records in the bank are used in regulating, monitoring and evaluating contracts. Records are retained for 30 fiscal years after completion and non-renewal of contract.

INA/P-PU-070
Applicant Inventories for Teachers

This bank contains résumés, applications, work histories, education and recommendations. This personal information relates to persons wishing to teach. The purpose of this bank is to maintain a record of applications from persons wishing to teach. Records are retained for two years.

ECONOMIC DEVELOPMENT PROGRAM

PLANNING AND OPERATIONS BRANCH

Business Development and Financing Directorate

INA/P-PU-075
Indian Economic Development Fund (Direct and Guaranteed Loans and Contributions)

The bank contains personal and financial information on Indians, as defined in the *Indian Act*, or other persons who qualify for financial assistance from the Indian Economic Development Fund. This personal information relates to Indians, or other persons, eligible for financial assistance from the Indian Economic Development Fund. The purpose of this bank is to keep records on clients (Indian businesspeople) who have received financial assistance from the Indian Economic Development Fund for the control and evaluation of fund transactions. Records are retained for 75 fiscal years after repayment of loan.

INA/P-PU-080
Federal Eskimo Loan Fund

This bank contains personal and financial information on Inuit who qualify for direct loans from the Federal Eskimo Loan Fund. The personal information relates to Inuit who are eligible for financial assistance from the Federal Eskimo Loan Fund. The purpose of this bank is to keep records on clients (Inuit) who have received financial assistance from the Federal Eskimo Loan Fund for the control and evaluation of fund transactions. Retention and disposal standards are being established.

INA/P-PU-085
Farm Credit Corporation Guaranteed Loans

The bank contains personal and financial information on Indians eligible for Farm Credit Corporation loans guaranteed by the Department of Indian and Northern Affairs. This personal information relates to Indians as defined by the *Indian Act*, engaged in on reserve agricultural activities. The purpose of this bank is to keep records on recipients of Farm Credit Corporation guaranteed loans for the control and evaluation of loan activity. Retention and disposal standards are being established.

LANDS, REVENUES AND TRUSTS PROGRAM

LANDS, REVENUES AND TRUSTS BRANCH

Lands Directorate

INA/P-PU-090
Indian Lands Registry

The Indian Lands Registry is a depository of instruments and documents granting or changing interests in Indian Reserve and surrendered lands, and includes information about the title to or status of lands. This personal information relates to holders of interests in these lands. The purpose of this bank is to provide a permanent record of transactions affecting Indian lands, as required by Sections 21 and 55 of the *Indian Act*. Records are retained indefinitely by the Department.

INA/P-PU-095
Suspense Accounts (Rentals)

The bank contains personal and financial information for Indian bands as defined by the *Indian Act*, and locatees. This personal information relates to Indian bands. The purpose of this bank is to record advance rental payments pending receipt of approved rental agreements. This bank is used to monitor and control leasing agreements. Records are retained for 75 years.

INA/P-PU-100
Indian Lease Billing System

This bank contains the names of individuals and companies identified as holders of leases of Indian lands, as defined in the *Indian Act*. This personal information relates to holders of leases of Indian lands. This bank is used to record and control lease agreements. Records are retained for 75 years.

INA/P-PU-105
Indian Estates and Savings Accounts

The bank contains individual identification, records of financial transactions and some medical information for Indians, as defined in the *Indian Act*. This personal information relates to Indians who have estates and savings. The purpose of this bank is to establish official records of Indian estates and savings. This bank is used in the administration and settlement of Indian estates and savings. Records are retained for 75 years after account is closed.

Membership and Statutory Requirements Directorate

INA/P-PU-110
Indian Membership System

This bank consists of the Indian Register and departmentally administered band lists. The personal information relates to registered Indians and Indian band members in accordance with the *Indian Act*. The purpose of the information in this bank is to maintain an official record of all persons who are registered as Indians and recorded on departmentally administered band lists in accordance with the *Indian Act*. This information can be used to prepare lists containing data for administering provisions of the *Indian Act*, for administering programs for Indian people by this and other departments, and for statistical purposes. It can also be used, upon request by provinces, to compile lists of Indians who may be selected to serve as jurors in the courts or for the purpose of administering or enforcing any law or carrying out a lawful investigation. Records are retained for 75 years.

INA/P-PU-115
Treaty Obligations

This bank contains personal and financial information concerning annuities and other payments made to Indians and bands under existing treaty agreements. This personal information relates to eligible Indians or bands under specific treaties. This bank is a record of payments made, or in arrears, to eligible Indians or bands under specific treaties. Records are retained for 75 years.

INA/P-PU-120
Band Trust Funds and Trust Fund Suspense Accounts

This bank contains financial information on Indian moneys held in the Consolidated Revenue Fund to the credit of the Indian bands and in Trust Fund Suspense pending credit to a specific account. This personal information relates to Indian bands and Trust Fund Suspense. This bank is maintained in the Trust Accounting System and records financial transactions made by bands as well as transactions in the Trust Fund Suspense accounts and is used to monitor and evaluate the program. Records are retained for 75 years.

INA/P-PU-125
Individual Trust Fund Accounts

The bank contains information concerning financial accounts maintained on behalf of: estates of deceased Indians, Indian minors, missing or absent individuals/heirs, mentally incompetent Indians, and adopted Indian children as recorded in the Trust Accounting System. This personal information relates to eligible Indians. This bank accounts for funds held in trust in the Consolidated Revenue Fund for individual Indians until such time as they have the capacity to receive them or until such time as an estate of a deceased Indian has been distributed. Records are retained for 75 fiscal years.

PROGRAM PLANNING AND POLICY CO-ORDINATION BRANCH

Program Reference Centre

INA/P-PU-130
Indian Genealogy

This bank consists of past treaty and interest distribution payments made to registered Indians and utilized today for proof of age or Indian ancestry. This personal information relates to all registered Indians who are/were members of treaty bands, and some members who are/were members of non-treaty bands. These paylists were compiled to record proof of treaty and interest distribution payments to individual registered Indians, while at the same time recording increases and decreases to family units. Retention and disposal standards are being established.

NORTHERN AFFAIRS PROGRAM

NORTHERN RESOURCES AND ECONOMIC PLANNING BRANCH

Northern Economic Planning Directorate

INA/P-PU-135
Eskimo Loan Fund

This bank contains personal as well as financial information about individual applicants. Records in the bank are restricted to the Inuit. This personal information relates to Inuit individuals, groups, companies and corporations, including co-operatives, applying for loans from the Eskimo Loan Fund. The purpose of this bank is to record applications for loans from the Eskimo Loan Fund. Records are retained for ten fiscal years after the repayment of the loan.

INA/P-PU-140
Small Business Loan Fund

This bank contains personal information on individuals applying for or receiving funds. The file is also used to monitor an individual's repayment. The personal information relates to individuals applying for or receiving funds. The purpose of this bank is to maintain records relating to small business loans in the Yukon Territory. Records are retained for ten fiscal years after repayment of the loan.

NORTHERN POLICY AND CO-ORDINATION BRANCH

Northern Co-ordination and Social Development Directorate

INA/P-PU-145
Cultural Grants for the Advancement of Inuit Culture

The bank contains information on individuals applying for cultural grants. Information recorded is limited to those factors on the application. Records in the bank relate exclusively to the Inuit. This personal information relates to individuals applying for cultural grants. The purpose of this bank is to record information relating to grants for the promotion of Inuit culture. Records are retained for ten fiscal years after the completion of the cultural project.

INA/P-PU-146

Inuit Artists Files (New)

The artists files bank contain information regarding an artist's work (exhibits and literature on his or her work). The information is available to researchers on Inuit art. This personal information relates to Inuit artists and artisans. The purpose of the data bank is to provide information on Inuit artists. Existing PIB that just surfaced, scheduling still in process.

RENEWABLE RESOURCES AND NORTHERN ENVIRONMENT BRANCH

Northern Renewable Resources Directorate

INA/P-PU-150

Territorial Lands Registry and Lands Administration

The bank contains the Application for Federal Crown Land and supporting documentation. This personal information relates to individuals that submit an Application for Federal Crown Land. The purpose of this bank is to maintain a record of transactions dealing with surface rights to federal Crown lands. The bank is used to register and monitor administration of sale, lease or other disposition of territorial lands. Records are retained for 75 years.

Regional Offices

INA/P-PU-155

Prospectors' Assistance

This bank contains information supplied about applicants according to the Prospectors' Assistance Program regulations. This personal information relates to individuals applying for Prospecting Assistance Grants. The purpose of this bank is to record and maintain applications for Prospecting Assistance Grants. It is also used to monitor the Prospectors' Assistance Terms and Conditions Orders. Records are retained for six years.

INA/P-PU-160

Yukon Miners' Medical Records

The bank contains the miners' medical reports prepared by examining doctors, chest x-rays, and radiologist's reports. This personal information relates to miners in the Yukon Territory. The purpose of this bank is to continually provide information on miners' medical conditions in the Yukon Territory. The bank is also used in the prevention of health hazards due to exposure to dust in underground and open pit mines. Records are retained for three years after death, or 90 years from the date of birth.

INA/P-PU-165

Vocational Counselling Records

Records on northern Indians and Inuit related to vocational counselling. This personal information relates to Indians and Inuit. The purpose of this bank is to maintain records on northern Indians and Inuit related to vocational counselling. Records are retained for five years.

INA/P-PU-170

On-the-Job Training

This bank contains the period of training, individual's monthly allowances, and a monthly evaluation by the training agency. This personal information relates to northern Native people. The purpose of this bank is to maintain training agreements between northern natives and the training agency. Records in the bank are restricted to northern native people and are used to monitor each individual's progress. Records are retained for five years.

ADMINISTRATION PROGRAM

EXECUTIVE SUPPORT SERVICES BRANCH

Evaluation Directorate

INA/P-PU-175

Inuit Culture and Linguistics Evaluation Study

This bank comprises two sections: (a) Inuktitut language development, pertaining to information on all of the 11 Canadian organizations involved in Inuktitut language development, and (b) Inuktitut Magazine, regarding information on the receipt, use and acceptance of the magazine by Inuit households. The bank contains data on the magazine content, orthographies and language preference, and the age, education skills and area of employment of interviews. This personal information relates to Canadian organizations involved in Inuktitut language; and Inuit. This information was compiled for the purpose of identifying any gaps, overlaps, or duplication of effort with a view to determining what should be the Department's future role in this area; and to evaluate the effectiveness of the magazine. Records are retained for five years.

FINANCE AND PROFESSIONAL SERVICES

TECHNICAL SERVICES AND CONTRACTS BRANCH

Contract Policy and Services Directorate

INA/P-PU-180

Consulting and Professional Services Inventory

This inventory is a list of a representative number of firms and individuals from whom consulting and professional services can be obtained. The inventory is maintained by firm/individual's name, as well as by fields of expertise and the types of services offered. This personal information relates to firms or individual consultants. The inventory is consulted by departmental managers, when a requirement exists for consulting and professional services from the private sector. Records are retained for five years.

Support Services Directorate

INA/P-PU-185

Access Requests Data Bank

Description: This bank contains the Access Request Forms sent by individuals under the *Access to Information Act*, the replies to such requests and information related to their processing. Information on exemptions claimed or on complaints handled may also be included.

Class of Individuals: This personal information relates to individuals making access requests.

Purpose: The bank is used for processing access requests only and to report on the number of access requests received annually.

Retention and Disposal Standards: Records are retained for two years.
PAC# = 85-001
TBS Registration Number: 001738

INA/P-PU-190
Privacy Requests Data Bank

This bank contains the Record Access Requests Form sent by individuals requesting access to their files, the replies to such requests and information related to their processing. This bank also contains requests made by third parties for disclosure of personal information under the categories of permitted disclosures to third parties outlined in subsection 8(2) of the *Privacy Act*, the replies to such requests and information relative to their processing. Information on exemptions claimed or on complaints handled may also be included. This personal information relates to individuals making privacy requests. The bank is used for processing access requests only and to report on the number of access requests received annually. Records are retained for two years.

INA/P-PU-195
Information Disclosed to Investigative Bodies (New)
Description: This bank contains a copy of access request or Treasury Board form 350-68(83/2), Request for Disclosure to Federal Investigative Bodies, forwarded by investigative bodies as listed in Schedule II of the *Privacy Act* to DIAND under Section 8(2)(e) of the same Act. This bank also contains the replies to such requests and gives particulars related to their processing.
Class of Individuals: Persons being investigated by federal law investigative bodies.
Purpose: The purpose of this bank is to verify the conditions of disclosure to federal law enforcement bodies which are met under Section 8(2)(e) of the *Privacy Act* and to account to the Privacy Commissioner for the report on the number of access requests received annually under the *Privacy Act*.
Retention and Disposal Standards: Files are retained for two years after date of last correspondence.
PAC# = 85-001
TBS Registration Number: 001739

INA/P-PU-200
Indian Art (New)

The bank consists of files in the Art Centre relating to artists, biographies, information on exhibitions, the artists and their work. This information is available to art curators and researchers on Indian Art. In addition, the Indian Art Centre has visual documentation on slides and photos of the art. This personal information relates to Indian and Métis artists. The purpose of this data bank is to provide information on Indian Artists to enhance the understanding of the art in the collection. Retention and disposal standards have yet to be determined.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please forward requests for formal access to the departmental privacy co-ordinator at the address supplied under Access Procedures, or to the regional privacy co-ordinator at the appropriate regional office

Atlantic
P.O. Drawer 160
Amherst, Nova Scotia

Ontario
Sir Arthur Meighen Building
55 St. Clair Avenue East
Toronto, Ontario
M4T 2P8

Québec
320, est rue Saint-Joseph
P.O. Box 3725
Saint-Roch, Québec
G1K 7Y2

Manitoba
275 Portage Ave., Room 1100
Winnipeg, Manitoba
R3B 3A3

Saskatchewan
2332-11th Ave.
Regina, Saskatchewan
S4P 2G7

Alberta
9942-108th Street
Edmonton, Alberta
T5K 2J5

British Columbia
P.O. Box 10061
Pacific Centre Ltd.
700 West Georgia St.
Vancouver, B.C.

Northwest Territories
P.O. Box 2760
4914-50th St.
Yellowknife, N.W.T.
X0E 1H0

Yukon
Federal Building, Room 305
Whitehorse, Y.T.
Y1A 2B5

Northern Affairs Regional Locations

Northwest Territories
P.O. Box 1500
Yellowknife, N.W.T.
X1A 2R3

Yukon
200 Range Road
Whitehorse, Y.T.
Y1A 3V1

PARTICULAR BANKS

INA/P-PE-801
Workforce Adjustment Program (New)

The bank contains personal information on employees that are entitled to a staffing priority as defined in the *Public Service Employment Act*, as well as those employees given an administrative priority by the Public Service Commission. The bank consists of education, work history, training and development, geographical work location preference in Canada, willingness to accept lower level positions and personal address. The social insurance number may be

used to identify employees. This information is collected by means of questionnaires, interviews or requested resumés of the employees' work history. This personal information relates to Departmental employees. The bank provides documentation to the personnel function to facilitate the placement of these employees currently enjoying a staffing priority within the federal public service across Canada. The bank is also used to support decisions to place priority employees to positions within the department or other government departments and/or agencies. Records are retained for three years.

STANDARD BANKS

INA/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

PAC# = 85-001

TBS Registration Number: 001215

INA/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The bank provides a record of the information used in staffing positions in a government institution.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001216

INA/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001217

INA/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

PAC# = 85-001

TBS Registration Number: 001218

INA/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.

PAC# = 85-001

TBS Registration Number: 001219

INA/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001220

INA/P-SE-907

Occupational Health and Safety

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.

PAC# = 85-001

TBS Registration Number: 001221

INA/P-SE-908

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.

Consistent Uses: To determine liability for such accidents and to approve damage settlements.

Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001222

INA/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed

PAC# = 85-001

TBS Registration Number: 001223

INA/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001224

INA/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

PAC# = 85-001

TBS Registration Number: 001225

INA/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001226

INA/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 001227

INA/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

PAC# = 85-001

TBS Registration Number: 001228

INA/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

Class of Individuals: Employees of government institutions.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.

Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001229

INA/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.

Consistent Uses: To support decisions regarding employee assistance measures.

Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001230

INA/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Consistent Uses: To issue identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.

PAC# = 85-001

TBS Registration Number: 001231

INA/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups

participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 001232

INA/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.
Consistent Uses: To support decisions on transfer and discipline of employees.
Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.
PAC# = 85-001
TBS Registration Number: 001233

DEPARTMENT OF INSURANCE

Chapter 51

DEPARTMENT OF INSURANCE

Overall Responsibilities

The Department of Insurance is responsible for the supervision of federally registered or licensed insurance, trust, loan and investment companies, fraternal benefit societies and co-operative credit societies. It also supervises employer-sponsored pension plans that are subject to the *Pension Benefits Standards Act*.

The Department is responsible for provision of actuarial advice to other departments of the federal government and performs extensive actuarial services in the valuation of government pension and insurance programs.

The Department is also responsible for administration of the *Civil Service Insurance Act* and the collection of certain premium taxes pursuant to Part I of the *Excise Tax Act*.

Access Procedures

Enquiries concerning the administration of the *Privacy Act* should be addressed to

Senior Administrative Officer
Finance and Administration Branch
7th Floor
Jackson Building
122 Bank Street
Ottawa, Ontario
K1A 0H2
Telephone: (613) 993-4363

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

INS/P-PU-005
Civil Service Insurance
Description: Records of holders of life insurance policies issued under the *Civil Service Insurance Act*. Issuance of new policies was discontinued in 1954 upon introduction of the supplementary death benefit plan for the Public Service and the Armed Forces.
Class of Individuals: Holders of life insurance policies issued under the *Civil Service Insurance Act*. Beneficiaries under the insurance policies now number 4,900.
Purpose: Eligibility for insurance coverage and benefits.
Consistent Uses: Settlement of claims and payments of cash surrender value.
Retention and Disposal Standards: Files retained for 10 years after claim or surrender.
PAC# = 68-034
Related to COR: INS/ADM-030
TBS Registration Number: 000427

INS/P-PU-010
Applications for Employment (New)
Description: This bank serves to maintain an inventory of applications from individuals requesting employment with the Department of Insurance. The files include completed application forms, letters and curricula vitae of persons seeking employment with the Department.
Class of Individuals: Individuals seeking employment with the Department.
Purpose: The bank is used to review applications of individuals requesting employment with the Department when positions become available.
Retention and Disposal Standards: Records are retained for two years and then destroyed.
PAC# = 68-034
TBS Registration Number: 001685

Classes of Personal Information

Practically all records held by the Department consist of information relating to supervised financial institutions and pension plans. Some personal information may also be accumulated by the Department in the course of conducting its supervisory function, such as information on names and functions of various company officials, information on individuals seeking to incorporate a new company that would be supervised by the Department, or information about a policy holder with a complaint against a supervised company. Such personal information is stored as part of the general subject files where records are not retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the company, the individual, and the particular circumstances involved. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Part I of the *Excise Tax Act* imposes a tax on certain property and casualty insurance premiums related to insurance, placed by residents of Canada with unauthorized insurers or with authorized insurers through brokers outside Canada. In carrying out administration of Part I of the Act, some personal information may be accumulated which is not part of the specific personal information bank described in this entry. Most of the insured subject to the tax are corporations, but for any given year there may also be some individuals subject to tax. The personal information accumulated with respect to such individuals would be information related to insurance premiums subject to tax, such as policy number, description of risk, net premiums and name of insurer. The information is normally retrievable if the name of the individual and the year involved are provided.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct requests under the *Privacy Act* to the address given under Access Procedures.

STANDARD BANKS

The following banks are located at headquarters.

INS/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and

diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000428

INS/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000429

INS/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000430

INS/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000431

INS/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and Correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.

PAC# = 85-001

TBS Registration Number: 000432

INS/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000433

INS/P-SE-907

Occupational Health and Safety

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.

PAC# = 85-001

TBS Registration Number: 000434

INS/P-SE-908

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.

Consistent Uses: To determine liability for such accidents and to approve damage settlements.

Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000435

INS/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001

TBS Registration Number: 000436

INS/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001

TBS Registration Number: 000437

INS/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001

TBS Registration Number: 000438

INS/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001

TBS Registration Number: 000439

INS/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001

TBS Registration Number: 000440

INS/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001

TBS Registration Number: 000441

INS/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public

Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000442

INS/P-SE-916
Employee Assistance
Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000443

INS/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 000444

INTERNATIONAL DEVELOPMENT RESEARCH CENTRE

Chapter 52

INTERNATIONAL DEVELOPMENT RESEARCH CENTRE

Background

The International Development Research Centre (IDRC) is a public corporation created by the Parliament of Canada in 1970 to support research designed to adapt science and technology to the needs of developing countries. The Centre's activity is concentrated in six sectors: agriculture, food and nutrition sciences; health sciences; information sciences; social sciences; collaborative programs and communications. IDRC is financed solely by the Parliament of Canada; its policies, however, are set by an international Board of Governors. The Centre's headquarters are in Ottawa, Canada. Regional offices are located in Africa, Asia, Latin America, and the Middle East.

Access Procedures

Please address requests for formal access to

Privacy Co-ordinator
International Development Research Centre
P.O. Box 8500
Ottawa, Ontario
K1G 3H9

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

IDR/P-PU-005
Fellowship Awards
Description: This data bank contains a record of all individuals (Canadian and non-Canadian) who have applied for or have been granted an award under one of the several support programs sponsored by the International Development Research Centre's Fellowship Program. The files include the names of applicants, personal information, occupational and professional background, proposed program of study, third-party appraisals, committee assessments and career intentions.
Class of Individuals: Canadian and non-Canadian professionals having an interest in pursuing research into the process of international development.
Purpose: The information was compiled to evaluate the merits of those applicants who requested funding support.
Consistent Uses: To monitor progress; maintain funding schedule; record final report; and prepare final evaluation of results.
Retention and Disposal Standards: Subject to transfer to the Public Archives of Canada after three years following the completion date of the award.
PAC# = 83-002
TBS Registration Number: 001151

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address requests for formal access to

Privacy Co-ordinator
International Development Research Centre
15th Floor
60 Queen Street
Ottawa, Ontario
K1G 3H9
Telephone: (613) 236-6163

PARTICULAR BANKS

IDR/P-PE-801
Personnel Records
Description: This bank serves to maintain personal information on current and past employees of the International Development Research Centre. It contains personal history, application for employment, employment contract, classification, pay, security, appraisals, appeals, promotions, transfers, training, attendance, leave, insurance, and superannuation and termination data. The files are currently arranged by name in alphabetical order.
Class of Individuals: Past and present employees of IDRC.
Purpose: The information was compiled to maintain a cumulative record of an individual's employment with the IDRC.
Consistent Uses: Files are used to maintain a record of each employee's personal history and to maintain a record of employment, classification, pay, appraisals, promotions, leave, superannuation, insurance benefits, appeals, etc.
Retention and Disposal Standards: Retained until an ex-employee reaches the age of 70.
PAC# = 83-002
TBS Registration Number: 001152

IDR/P-PE-802
Human Resources Inventory
Description: This bank maintains an inventory of applicants for employment at the International Development Research Centre. It includes applications for employment, personal histories, records of qualifications and previous employment, interview results, and subsequent correspondence. This bank is used to identify applicants for recruitment purposes. The files are currently arranged by name in alphabetical order.
Class of Individuals: All applicants requesting employment at IDRC.
Purpose: The information was compiled to maintain an inventory of applicants for employment at IDRC.
Consistent Uses: The file is used to screen suitable applicants for new or vacant positions and to categorize suitable applicants for eventual employment.
Retention and Disposal Standards: Retained for one year after date of application.
PAC# = 83-002
TBS Registration Number: 001153

IDR/P-PE-803
Medical Records
Description: This bank records the medical history of the employees of the International Development Research Centre. It contains pre-employment examinations, medical histories, reports of physical examinations, results of biochemical tests, X-rays and cardiograms. The files are currently arranged by name in alphabetical order.
Class of Individuals: All past and present employees of IDRC.
Purpose: The information was compiled to maintain a medical history record of all past and present employees of the IDRC.
Consistent Uses: This file is used to record medical examinations of all new employees, to record annual and periodical medical examinations of all employees who travel overseas and to maintain and update required inoculations in the Medical Certificate book of all employees who travel abroad.
Retention and Disposal Standards: The records are retained until an ex-employee reaches the age of 70.
PAC# = 83-002
TBS Registration Number: 001154

INVESTMENT CANADA

Chapter 53

INVESTMENT CANADA

Background

Section 6 of the *Investment Canada Act* which came into force on July 1, 1985, established the Investment Canada Agency to advise and assist the Minister responsible for the administration of the Act. The responsible Minister is the Minister of Regional Industrial Expansion. Investment Canada's role is one of active promotion of new investment by Canadians and non-Canadians while assisting the Minister in ensuring that significant investments by non-Canadians are beneficial to Canada. Investment Canada has an overall federal co-ordination role with respect to investment in Canada and is also responsible for policy and research in relation to investment development. The Agency is intended to serve as a federal focal point for services to facilitate investment and is to complement the activities of other departments through a lead role in the preparation and co-ordination of promotional material and advertising. It is also responsible for the regulatory requirements of the *Investment Canada Act*.

Access Procedures

Please address requests for formal access to

Privacy Co-ordinator
Investment Canada
P.O. Box 2800
Postal Station D
Ottawa, Ontario
K1P 6A5
Telephone: (613) 995-2783

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

STANDARD BANKS

ICA/P-SE-901 *Formerly Identified as:* FIR/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Agency employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

PAC# = 85-001

TBS Registration Number: 000586

ICA/P-SE-902 *Formerly Identified as:* FIR/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: Agency employees.

Purpose: The bank provides a record of the information used in staffing positions in a government institution.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000587

ICA/P-SE-903 *Formerly Identified as:* FIR/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Agency employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000588

ICA/P-SE-904 *Formerly Identified as:* FIR/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Agency employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

PAC# = 85-001

TBS Registration Number: 000589

ICA/P-SE-905 *Formerly Identified as:* FIR/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: Agency employees.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.

PAC# = 85-001

TBS Registration Number: 000590

ICA/P-SE-906 *Formerly Identified as:* FIR/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Agency employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000591

ICA/P-SE-907 *Formerly Identified as:* FIR/P-SE-907

Occupational Health and Safety

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.

Class of Individuals: Agency employees.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in

government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 000592

ICA/P-SE-908 *Formerly Identified as:* FIR/P-SE-908

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Agency employees.
Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000593

ICA/P-SE-909 *Formerly Identified as:* FIR/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Agency employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000594

ICA/P-SE-910 *Formerly Identified as:* FIR/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Agency employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000595

ICA/P-SE-911 *Formerly Identified as:* FIR/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Agency employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 000596

ICA/P-SE-912 *Formerly Identified as:* FIR/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Agency employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual

increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000597

ICA/P-SE-913 *Formerly Identified as:* FIR/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Agency employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 000598

ICA/P-SE-914 *Formerly Identified as:* FIR/P-SE-914
Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Agency employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 000599

ICA/P-SE-915 *Formerly Identified as:* FIR/P-SE-915
Conflict of Interest and Post-Employment Code
Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000600

ICA/P-SE-916 *Formerly Identified as:* FIR/P-SE-916
Employee Assistance
Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Agency employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000601

ICA/P-SE-917 *Formerly Identified as:* FIR/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Agency employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 000602

ICA/P-SE-918 *Formerly Identified as:* FIR/P-SE-918
Affirmative Action Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The

social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Agency employees.

Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.

PAC# – 85-001

TBS Registration Number: 000603

ICA/P-SE-919 *Formerly Identified as:* FIR/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Agency employees.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.

PAC# – 85-001

TBS Registration Number: 000604

DEPARTMENT OF JUSTICE

Chapter 54

DEPARTMENT OF JUSTICE

Overall Responsibilities

The Department of Justice was created by the *Department of Justice Act*, passed at the first session of Parliament of the Dominion of Canada, and assented to on May 22, 1868. This Act outlined the responsibilities of the Minister of Justice and the Attorney General of Canada and, with a few exceptions, these responsibilities have remained substantially unchanged since the Act was first passed.

The work of the Department consists of litigation, provision of legal advice and opinions to the federal goverment of Canada on a very wide range of matters, and the drafting of legislation, contracts and other legal documents. The Department is also concerned with the legal aspects of developing government policy, and prepares recommendations or reviews recommendations, for reform of the law. To carry out these responsibilities, the Department uses federal Statutes and Regulations.

In addition, contributions are made to provide financial assistance to organizations conducting studies and legal research and to other law-related programs. A limited number of grants is made in connection with legal education, and cost-sharing agreements are entered into with provincial governments in connection with compensation of victims of violent crimes, Legal Aid in criminal cases, unified family court pilot projects, and native courtworker programs.

The role of the Federal Department of Justice does **not** include the provision of legal services or advice to members of the public.

Access Procedures

Enquiries and requests for access to personal information held in Department of Justice records should be addressed to

Privacy Co-ordinator
Department of Justice
Room 420, Justice Building
239 Wellington Street
Ottawa, Ontario
K1A 0H8
Telephone: (613) 992-6404

Regional Activities

The headquarters of the Department is located in Ottawa. There are ten regional offices, in Vancouver, Edmonton, Saskatoon, Winnipeg, Toronto, Montréal, Halifax, Charlottetown, Yellowknife and Whitehorse.

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

The following categories of records are held by headquarters, regional offices and legal services units of the Department.

JUS/P-PU-005
Central Divorce Registry
Description: This bank contains information obtained from the Registration of Divorce Reports in respect of the Petitioner and the Respondent and includes all relevant personal information.
Class of Individuals: Divorced persons in Canada.
Purpose: The information in this bank is maintained for the purpose of informing the District Registrar of the various divorce court offices of the existence of duplication of petitions affecting the jurisdiction of the court, for replying to enquiries received from solicitors and individuals as well as providing statistical information to Statistics Canada and Provincial and District Registrars.
Retention and Disposal Standards: For manually recorded information, where the jurisdiction of the Court is not affected, retention is two years. General correspondence is retained for ten years. Computer tapes are retained permanently.
PAC# = 76-004
TBS Registration Number: 001652

JUS/P-PU-010
Legal and Operational Files (General)
Description: This bank contains information on an aggregate set of records pertaining to legal matters which come under the jurisdiction of the Department. It includes legal opinions; requests to institute civil and legal proceedings, by or against the Crown or its agents or servants in a court of law or in any administrative board or tribuanl; collection files; approval of Power of Attorney; and other such documents.
Class of Individuals: Canadian citizens.
Purpose: The material in this bank is retained to enable the Department to carry out its duties as legal advisor to the federal government.
Retention and Disposal Standards: Records are retained for thirty years, unless there is material of precedent value, in which case the file is kept permanently.
PAC# = 76-004
TBS Registration Number: 001653

JUS/P-PU-015
Legal Files (Prosecution and Extradition Matters)
Description: This bank contains information on the administration of legal matters pertaining to prosecutions under federal statutes, and matters under the *Extradition Act* and the *Fugitive Offenders Act*. It contains reports from Canadian and foreign law enforcement agencies pertaining to investigations in relation to such matters. It also contains internal correspondence with provincial governments and foreign governments.
Class of Individuals: Canadian citizens and landed immigrants.
Purpose: The material in this bank is used for the purpose of enforcing federal statutes as well as for the implementation of Canada's obligation under the *Extradition Act* and the *Fugitive Offenders Act*.
Retention and Disposal Standards: Records are retained for thirty years, unless there is material of precedent value, in which case the file is kept permanently.
PAC# = 76-004
TBS Registration Number: 001654

JUS/P-PU-020
Grants (Development of Law)

This bank contains information on grants to individuals and associations concerned with the development of the law in Canada. It contains information on proposed research programs which in part include biographical information on the applicants. The information in the bank assists the Department in awarding grants to individuals and associations concerned with the law. Material is retained for 30 calendar years. This program was discontinued in 1977-78 and replaced by the Consultation and Development Fund (see JUS/P-PU-075).

JUS/P-PU-025
Lawyers Appointed Agents of the Minister of Justice
Description: This bank contains information on lawyers appointed as agents of the Minister of Justice to assist client departments. The bank contains information on these lawyers.

Class of Individuals: Lawyers appointed as agents for the Minister of Justice.
Purpose: Records in this bank are used for internal accounting and to monitor status of cases.
Retention and Disposal Standards: Records are retained for ten years.
PAC# = 76-004
TBS Registration Number: 001655

JUS/P-PU-030
Fellowships in Legislative Drafting

This bank contains information on applicants for Fellowships in Legislative Drafting at the University of Ottawa. It includes their law school transcripts, letters of reference and completed application forms. This bank is used by the Selection Committee to determine which of the applicants should be offered fellowships. Records are retained for 30 calendar years and are located at headquarters in Ottawa.

JUS/P-PU-035
Grants Program to Encourage Native Students to Enter the Legal Profession
Description: This bank contains information on students of native ancestry who have received financial assistance to enter the legal profession. A number of bursaries are provided to Métis and non-status Indian students in order to achieve this goal. The bank contains names, curricula vitae, reports of academic performance and payments made to students.
Class of Individuals: Students of native ancestry who have received financial assistance to enter the legal profession.
Purpose: The information in this bank is used to select successful candidates, determine amounts of payments and evaluate the program. It also provides an inventory of legally trained native people.
Retention and Disposal Standards: Material is retained for thirty years, after which time some of the records are selected for permanent retention by Public Archives of Canada.
PAC# = 76-004
TBS Registration Number: 001656

JUS/P-PU-040
Duff-Rinfret Scholarship Program
Description: This bank contains information on graduates of Canadian law schools who have applied for a Duff-Rinfret Scholarship in Canada. More especially, it contains the candidates' academic records, curricula vitae and letters of reference.
Class of Individuals: Graduates of Canadian law schools who have applied for a Duff-Rinfret scholarship.
Purpose: The information in this bank is used to select the winners of scholarships.
Retention and Disposal Standards: Material is retained for thirty years after which time some of the records are selected for permanent retention by Public Archives of Canada.
PAC# = 76-004
TBS Registration Number: 001657

JUS/P-PU-045
Summer Job Corps Program (Phase I, II and III of Public Legal Information)

This bank contains information on project leaders who received funds to operate public legal information projects under the Summer Job Corps Program. It includes names of all students hired, financial reports and materials produced. The data is used to determine whether the project has met its objectives and helps in planning new public legal information projects. Material is retained for 30 calendar years.

JUS/P-PU-050
Criminal Law Reform Fund

This bank contains information on supporting documentation of projects submitted for financial assistance to the Criminal Law Reform Fund. It contains correspondence, memoranda and information on the proposed projects, as well as financial statements and reports of approved projects. This bank also has information on individuals, and private or governmental agencies who have submitted these proposals to the Criminal Law Reform Fund. Information is used to evaluate the merits of proposals and to observe the progress of funded projects. Material is retained at headquarters in Ottawa for 30 calendar years.

JUS/P-PU-055
Summer Student Research Assistants Program

This bank contains biographical information on the students and professors who have participated in this program, their academic background, curricula vitae, etc. The information was used primarily in the process of selecting research projects for funding. It also helped to provide the Department with an inventory of law professors and law students interested in research. The program was started in 1973 to foster summer research in Canadian law schools and ended in 1975. Material is retained at headquarters in Ottawa for 30 calendar years.

JUS/P-PU-060
Judges Files

This bank contains information on complaints initiated against federally appointed judges. It contains complainant's name, nature of complaint and the name of the federal judge against whom the complaint was made. Included in the information are correspondence and memoranda pertaining to the investigation. The material is retained at headquarters in Ottawa for precendent purposes. Records are scheduled for permanent retention. Information is recorded manually, by the name of the judge only (not by the name of the complainant).

JUS/P-PU-075
Consultation and Development Fund

This bank contains information on contributions made to individuals and associations conducting legal research, publishing materials to educate the public about the law, and/or examining recommendations of the Law Reform Commission of Canada in the civil and administrative law areas. It contains information on proposed research programs which in part assists the Department in awarding contributions to individuals and associations concerned with the law. Material is retained at headquarters in Ottawa for 30 calendar years.

JUS/P-PU-080
Summer Youth Employment Program (Phase IV of Public Legal Information)

This bank contains information on project leaders who hire students through Canada Employment Centres under the Summer Youth Employment Programs. It contains the names of all students hired on projects, financial reports and materials produced. The data is used to determine whether the project has met its objectives and helps in the planning of new public legal information projects. Material is retained at headquarters in Ottawa for 30 calendar years.

JUS/P-PU-085
Applicant Inventory Files
Description: This bank contains information on members of the general public who have exercised an interest in employment with the Department of Justice. Complete files include application forms giving educational and personal histories, interview appraisal forms, letters of reference, correspondence and memoranda.
Class of Individuals: Members of the general public who have expressed an interest in employment with the Department of Justice.
Purpose: The information in this bank is used to assess individuals for positions that are to be filled through open competitions.
Retention and Disposal Standards: Material is retained for one year.
PAC# = 78-001
TBS Registration Number: 001658

JUS/P-PU-090
Access Request Data Bank
Description: This bank contains information on access requests sent by individuals requesting access under the *Privacy Act* to departmental records, the replies to such requests, and information related to their processing.
Class of Individuals: Individuals requesting access to records under the *Privacy Act.*
Purpose: The information in this bank is used for processing access requests only.
Retention and Disposal Standards: Material is retained for two years.
PAC# = 78-001
TBS Registration Number: 001659

JUS/P-PU-095
Service Contractors Inventory
Description: This bank contains information on the qualifications and experience of firms and individuals wishing to obtain contracts or already contracting with the department. Information includes contracts, questionnaires, requisitions for service contracts, evaluations of contractors performance, geographic locationn of the firms, and pertains to ownership principals and associates, resources, professional competence, fields of expertise, experience and language capabilities.
Class of Individuals: Firms and individuals wishing to obtain contracts or already contracting with the Department.
Purpose: The information in this bank is used to assist in awarding contracts.
Retention and Disposal Standards: Records are deleted from the bank six months after the firm or individual has failed to re-apply for inclusion.
PAC# = 78-001
TBS Registration Number: 001660

JUS/P-PU-100
Civil Law/Common Law Students Exchange Program (New)

This bank contains information on individual law students who apply to participate in the civil Law/Common Law Exchange Programs. It contains information on the students' academic records, students' letter of interest to join the program and other documents pertinent to the administration of the program. Information relates to individuals who have requested to join the exchange program. Information is used to evaluate the merits of the students requesting to participate in the exchange program. Material is retained for thirty years.

JUS/P-PU-105
Human Rights Law Fund (New)

This bank contains information on supportive documentation related to projects on human rights law submitted to obtain financial assistance from the Fund. It contains correspondence, memoranda and information on the proposed projects as well as financial statements and reports on approved projects. Information relates to individuals who have submitted proposals to the fund. Information was compiled to evaluate the merits of proposals and to observe the progress of funded projects. Material is retained for thirty years.

JUS/P-PU-110
Access to Legal Information Fund (New)

This bank contains information on supportive documentation for projects of public legal education submitted to obtain financial assistance from the fund. It contains correspondence, memoranda and information on the proposed projects as well as financial statements and reports on approved projects. Information relates to individuals who have submitted proposals to the fund. Information is used to evaluate the merits of proposals and to observe the progress of funded projects. Material is retained for thirty years.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please forward all requests for formal access to

Privacy Co-ordinator
Department of Justice
Room 420
Justice Building
239 Wellington Street
Ottawa, Ontario
K1A 0H8
Telephone: (613) 992-6404

STANDARD BANKS

The following banks are located at headquarters.

JUS/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification;

professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

PAC# = 85-001

TBS Registration Number: 001661

JUS/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The bank provides a record of the information used in staffing positions in a government institution.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001662

JUS/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001663

JUS/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are [illegible] the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

PAC# = 85-001

TBS Registration Number: 001664

JUS/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private

organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 001665

JUS/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001666

JUS/P-SE-907
Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 001667

JUS/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001668

JUS/P-SE-909
Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee

leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001669

JUS/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001670

JUS/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 001671

JUS/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001672

JUS/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 001673

JUS/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 001674

JUS/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action

required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001675

JUS/P-SE-916
Employee Assistance
Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001671

JUS/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 001677

Deleted Personal Information Banks

JUS/P-PU-065	Financial Administration Files
JUS/P-PU-070	Expenditure Records

DEPARTMENT OF LABOUR

Chapter 55

DEPARTMENT OF LABOUR

Overall Responsibilities

The Department of Labour was established in 1900 under the *Conciliation Act*. It now operates under the *Department of Labour Act*.

The Minister of Labour is responsible for the administration of the Canada Labour Code, the *Fair Wages and Hours of Labour Act*, the Penitentiary Inmate Accident Compensation Regulations, the *Government Employee Compensation Act*, the *Merchant Seamen Compensation Act* and the *Labour Adjustment Benefits Act*. The Department collects and publishes information on labour conditions and conducts enquiries into important industrial questions.

Access Procedures

The departmental co-ordinator for the *Access to Information Act* and *Privacy Act* has administrative duties within the Department which include preparation and revision of the departmental entry in the Personal Information Index, determination of exemptions, responses to enquiries from the Privacy Commissioner, and appeals before the federal court.

Please address all requests for access to the appropriate office.

Headquarters

Office of the Co-ordinator
Access to Information and Privacy Acts
Labour Canada
Ottawa, Ontario
K1A 0J2

Atlantic Region

Regional Director
Labour Canada
P.O. Box 2967
Station "A"
Moncton, New Brunswick
E1C 8T8
Telephone: (506)857-6648

St. Lawrence Region

Regional Director
Labour Canada
Guy Favreau Complex
200 Dorchester Blvd. West
Room 101
Montréal, Québec
H2Z 1X4
Telephone: (514)283-2808

Great Lakes Region

Regional Director
Labour Canada
4211 Yonge Street
3rd Floor
Willowdale, Ontario
M2P 2A9
Telephone: (416)224-3820

Central Region

Regional Director
Labour Canada
Canadian Grain Commission Building
400 — 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Telephone: (204)949-7226

Mountain Region

Regional Director
Labour Canada
750 Cambie Street
7th Floor
Vancouver, British Columbia
V6B 2P2
Telephone: (604)666-2344

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Employment Relations and Conditions of Work

LAB/P-PU-005
Complaints Received Under Canada Labour Code Part III
Description: Information contained in this bank includes complaints dealing with hours of work, overtime pay, minimum wages, equal wages, annual vacations, general holidays, multi-employment, severance pay, group termination, garnishment, maternity leave and unjust dismissal. The files contain statements of complaints from employees and employers, records of employment, correspondence with and reports on employees, employers and witnesses dealing with the complaint.
Class of Individuals: Employees employed in undertakings under federal jurisdiction.
Purpose: The purpose of the bank is to record, enquire about and resolve various complaints in connection with the application of the Canada Labour Code Part III (Labour Standards).
Consistent Uses: The bank is used to determine if a violation exists under the Canada Labour Code, if the violation can be resolved between the parties, or if legal action is necessary.
Retention and Disposal Standards: Files are retained for two years after settlement of complaint.
PAC# = 69-135, Amend. 4
Related to COR: LAB/ERC-185
TBS Registration Number: 000445

LAB/P-PU-010
Contracts for Professional Services — Quality of Working Life
Description: Information contained in this bank includes files on individuals, copies of the contract and/or agreement, record of payments made, copies of reports submitted, and related correspondence.
Class of Individuals: Professional people qualified to conduct quality of working life programs.
Purpose: The purpose of this bank is to maintain a record of contracts and/or agreements entered into by the Department of Labour with Canadian residents for the provision of professional services in support of the Department of Labour's quality of working life program.
Consistent Uses: This bank is used to ensure terms and conditions of contracts and/or agreements are carried out and reports submitted prior to final payment.

Retention and Disposal Standards: Six years after completion or non-renewal of contract.
PAC# = 78-001
Related to COR: LAB/ERC-220
TBS Registration Number: 000446

LAB/P-PU-015

Resource Persons/Consultants — Quality of Working Life

Description: Information contained in this bank includes individual files of professors and other teaching personnel, management consultants and employees of work organizations actively engaged in quality of working life experimentation.
Class of Individuals: Professors, university teaching personnel and management consultants engaged in a quality of working life project.
Purpose: The purpose of this bank is to compile an inventory of Canadian residents having specialized knowledge and experience in teaching, writing and conducting research in the quality of working life field.
Consistent Uses: This bank is used to maintain curricula vitae and related correspondence on individuals available for conducting quality of working life programs.
Retention and Disposal Standards: Six years.
PAC# = 84-013
Related to COR: LAB/ERC-220
TBS Registration Number: 000447

Occupational Safety and Health

LAB/P-PU-020

Licensing of Provincial Inspectors under Canada Labour Code Part IV

Description: Information contained in this bank includes name, address of applicant, qualifying certificate number of specialization, and name and title of supervisor. Files are located in Moncton, Willowdale, Winnipeg and Vancouver.
Class of Individuals: Provincial employees holding a licence to carry out safety inspections for the Department of Labour under Canada Labour Code, Part IV.
Purpose: The purpose of this bank is to record and maintain applications of provincial employees holding licences to perform safety inspections as required under Canada Labour Code Part IV.
Consistent Uses: This bank is used to maintain a list of provincial inspectors qualified to perform safety inspections under Canada Labour Code, Part IV.
Retention and Disposal Standards: Two years after termination of employment.
PAC# = 84-013
TBS Registration Number: 000448

LAB/P-PU-025

Inmate Injury Compensation

Description: Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of sums of money paid.
Class of Individuals: Inmates and former inmates of federal penitentiaries. Suitable proof of identification will be required before access is permitted.
Purpose: The purpose of this bank is to record all claims for compensation under the Penitentiary Inmate Compensation Regulations.
Consistent Uses: The files are used to establish validity of claims and to determine inmates' monetary entitlement.
Retention and Disposal Standards: Five years after claim settled, complete file then microfilmed. Microfilm retained for 100 years.
PAC# = 84-013
Related to COR: LAB/OSH-235
TBS Registration Number: 000449

Merchant Seamen Compensation Board

LAB/P-PU-030

Compensation Claim Files

Description: Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of monies paid.
Class of Individuals: Seamen employed on vessels registered in Canada.
Purpose: The purpose of this bank is to record all claims for compensation under the *Merchant Seamen Compensation Act*.
Consistent Uses: The files are used to establish validity of claims and to determine the seamen's monetary entitlement.
Retention and Disposal Standards: Five years after claim settled, then complete file microfilmed. Microfilm retained for 100 years.
PAC# = 69-089, Amend. 1
Related to COR: LAB/MSC-025
TBS Registration Number: 000450

Mediation and Conciliation Branch

LAB/P-PU-035

Conciliation Commissioner or Conciliation Board Members Files

Description: Information contained in this bank includes names and addresses of non-governmental persons who have either acted for the mediation and conciliation service in the role of conciliator or mediator, or who possess the required experience and qualifications to undertake the third party work. In some cases the files contain curricula vitae relating to person's involvement in industrial disputes at the provincial level, or in respect of the service.
Class of Individuals: Canadian citizens.
Purpose: The purpose of this information bank is to assist the Federal Mediation and Conciliation Service to select suitable persons to act as mediators and/or conciliators in reaching settlements of collective bargaining disputes, subject to the jurisdiction of Canada Labour Code, Part V (Industrial Relations).
Consistent Uses: This bank is used to maintain a list of persons qualified to act as conciliators or mediators.
Retention and Disposal Standards: Two years after a person advises the Director General of Mediation and Conciliation that he/she no longer wishes to be considered for the position of Conciliation Commissioner and Conciliation Board member.
PAC# = 70/004, Amend. 1
Related to COR: LAB/MCB-050
TBS Registration Number: 000451

Arbitration Services Branch

LAB/P-PU-040

Sole Arbitrators and Chairmen of Arbitration Board Files

Description: Information contained in this bank includes names, addresses, and curricula vitae of Canadian citizens used in determining selection of individuals for the positions of Sole Arbitrators and Chairmen of Arbitration Boards.
Class of Individuals: Canadian citizens.
Purpose: To assist the Arbitration Services Branch in selecting suitable persons for collective bargaining, subject to Canada Labour Code, Part V (Industrial Relations).
Consistent Uses: This bank is used primarily to maintain curricula vitae of Canadian citizens, and is used in selecting suitable persons for collective bargaining, subject to Canada Labour Code, Part V.
Retention and Disposal Standards: Two years after the Department of Labour is notified that the person is no longer available to act as

Sole Arbitrator or as a Chairman of Arbitration Boards.
PAC# = 70-004, Amend. 1
Related to COR: LAB/ASB-045
TBS Registration Number: 000452

Economics and Industrial Relations Research Branch

LAB/P-PU-045
Application for University Grants
Description: Information contained in this bank includes application forms, letters of reference, copies of research proposals, general correspondence, notification of grants, budget reviews, working papers, final papers and letters to applicable universities.
Class of Individuals: Canadian citizens residing in Canada or abroad who are graduate students or members of a university faculty.
Purpose: To compile an inventory of applicants for consideration in the allocation of research money.
Consistent Uses: This bank is used to circulate information on applications to members of the Department of Labour University Research Committee. It is also used to determine the applicants who will be awarded a grant.
Retention and Disposal Standards: Rejected applications are kept for two years. Applications accepted are retained for 10 years. Selective retention by Public Archives.
PAC# = 77-020
Related to COR: LAB/EIR-130
TBS Registration Number: 000453

LAB/P-PU-050
Labour Adjustment Benefits Program

The purpose of this bank is to assist the Department in monitoring and reviewing the Labour Adjustment Benefits (LAB) Program. Under the statutory authority of the *LAB Act*, the program provides income maintenance for elegible workers between the ages of 54 and 65 in industries designated by the government. Information contained in this bank includes such statistics on beneficiaries as age, education, family status, previous employment, other sources of income, health, mobility and benefit rates, gathered through questionnaires by officials of Canada Employment Centres. The individuals concerned are Canadian residents. This bank is used to determine the eligibility of workers for income maintenance in industries designated by the government. The disposal criteria for this bank are to be established.

Finance

LAB/P-PU-055
Accounts Payable
Description: Information contained in this bank includes names and addresses of firms and individuals, invoices for services rendered or products provided detailing the amount owning, and any supporting documentation to substantiate the account.
Class of Individuals: Canadian citizens.
Purpose: The purpose of this bank is to maintain information on the payment of accounts to firms or individuals for services or products provided to the Department of Labour.
Consistent Uses: This bank is used to account for all amounts of money paid to firms or individuals, and to authorize cheques.
Retention and Disposal Standards: Six fiscal years.
PAC# = 78-001
TBS Registration Number: 000454

LAB/P-PU-060
International Labour Organization Files
Description: Information contained in this bank includes recommendations for payment, claims, invoices, contracts, transportation costs or tickets, hotel bills, hospitality claims and correspondence related to their costs, copies of cheque requisitions, proof of claims, journal vouchers with regard to salary changes, and standing advances.
Class of Individuals: Canadian citizens residing in Canada.
Purpose: The purpose of this bank is to record all sums of money (accounts payable) to an individual attending International Labour Organization conferences.
Consistent Uses: This bank is used to account for all sums of money paid to an individual attending an International Labour Organization conference.
Retention and Disposal Standards: Six fiscal years.
PAC# = 78-001
TBS Registration Number: 000455

Administrative and Library Services

LAB/P-PU-065
Access Request Data Bank
Description: This bank contains access request forms sent by individuals, the replies to such requests, and information related to their processing.
Class of Individuals: Canadian residents.
Purpose: The purpose of this bank is to maintain a record on the number of access requests received annually under the *Privacy Act* and the *Access to Information Act*.
Consistent Uses: This bank is used for processing access requests under the *Privacy Act* and *Access to Information Act*, and to report on the number of requests received annually.
Retention and Disposal Standards: Two years after all action is completed, after which the records are destroyed.
PAC# = 78-001
TBS Registration Number: 000456

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please forward requests under the *Privacy Act* to headquarters or regional offices, as appropriate. (See Access Procedures for regional addresses).

Headquarters

Privacy Co-ordinator
Director General
Administrative Policy and Services
Labour Canada
10th Floor, Phase II
Place du Portage
Hull, Québec
K1A 0J2
Telephone: (613) 997-3908

CENTRAL BANK

Please forward requests for access to this bank to the appropriate regional office.

LAB/P-CE-701

Government Employees Compensation Records

Description: Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of amounts of money paid.

Class of Individuals: Federal and Crown corporation employees. Proof of identification may be required before access is granted.

Purpose: The purpose of this bank is to record all claims for compensation under the *Government Employees Compensation Act*.

Consistent Uses: The files are used to establish validity of claims and to determine workers' compensation entitlement.

Retention and Disposal Standards: Three years after claim is settled. The complete file is then microfilmed. The microfilm is retained for 100 years.

PAC# = 69-089, Amend. 1

TBS Registration Number: 000457

STANDARD BANKS

The following banks are located at headquarters and in the regions.

LAB/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.

PAC# = 85-001

TBS Registration Number: 000458

LAB/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The bank provides a record of the information used in staffing positions in a government institution.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000459

LAB/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000460

LAB/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000461

LAB/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee. undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 000462

LAB/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000463

LAB/P-SE-909
Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000464

LAB/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the

grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001

TBS Registration Number: 000465

LAB/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001

TBS Registration Number: 000466

LAB/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001

TBS Registration Number: 000467

LAB/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001

TBS Registration Number: 000468

LAB/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001

TBS Registration Number: 000469

LAB/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

Class of Individuals: Employees of government institutions.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.

Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment

plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000470

LAB/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000471

LAB/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 000472

LAB/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.
Class of Individuals: Departmental employees.
Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part I, Schedule I. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.
Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 000473

LAB/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.
Consistent Uses: To support decisions on transfer and discipline of employees.
Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.
PAC# = 85-001
TBS Registration Number: 000474

LAURENTIAN PILOTAGE AUTHORITY

Chapter 56

LAURENTIAN PILOTAGE AUTHORITY

Background

As a result of recommendations made by a Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor-in-Council and proclaimed in force February 1, 1972.

The *Pilotage Act* created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Laurentian Pilotage Authority, a Crown corporation, was established on June 30, 1971, and became effective as of February 1, 1972, governed by the *Pilotage Act* and Regulations. For the purpose of the *Financial Administration Act*, the Authority is a corporation specified in Schedule "C" of that Act.

Overall Responsibilities

The objects of the Authority are to establish, operate, maintain and administer, in the interest of safety, an efficient pilotage service within the region.

The Chairman is the Authority's chief executive officer. The other permanent member is the vice-chairman. The board is composed of a maximum of seven members, appointed by the Governor-in-Council. The head office is located in Montréal.

Access Procedures

Please direct enquiries under the *Privacy Act* to

The Secretary
Laurentian Pilotage Authority
1080 Beaver Hall Hill
Suite 1402
Montréal, Québec
H2Z 1S8
Telephone: (514) 283-6320

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

LPA/P-PU-005
Service Contracts

The purpose of this bank is to maintain information on the tenders and award of contracts for the supply of such services as land transportation and water transportation. The files contain the list of prospective tenderers, the tenders submitted, an analysis of the tenders received, documentation leading to the award of the contract and the signed contract between the contractor and the Authority. The files may be referred to for future contracts. The retention period for service contracts is five years. Access to this bank will require the contract number and description of the service.

LPA/P-PU-010
Procurement

The purpose of this bank is to maintain information on quotations/tenders received and the award of orders for the purchase or supply of commodities, materials and equipment. Files contain a requisition describing the items to be purchased, quotations/tenders received, an analysis of the prices received, documentation leading up to the award of an order, delivery follow-up and correspondence on price escalation. The files may be used as research for future purchases. The retention period for purchase orders and supporting documentation is five years. Access to this bank will require purchase order number, name and address of supplier.

LPA/P-PU-015
Accounts Receivable Files

The purpose of this bank is to maintain information on monies owing to the Authority. Files contain the names and addresses of firms and individuals, details of the amount owing, and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. The retention period is five years. Access to this bank will require a name and address.

LPA/P-PU-020
Accounts Payable Files

The purpose of this bank is to maintain information on the payment of accounts to firms or individuals for services or products provided to the Authority. Files contain the names and addresses of firms and individuals, invoices for services rendered or products provided detailing the amount owing, and any supporting documentation to substantiate the account. Original accounts payable vouchers, together with supporting documentation, are maintained in hard copy and are filed by date of payment. The retention period for original accounts payable vouchers, together with supporting documentation is five years. Access to this bank will require the name, address and date of account.

LPA/P-PU-025
Application for Employment File

The purpose of this bank is to maintain a record of information relating to applications for employment received from the general public. This bank contains completed application forms, letters, and curricula vitae of persons interested in working for the Authority. The retention period for this bank is two years. Access to this bank will require a name, address and date of birth.

LPA/P-PU-030
Register of Pilots

The purpose of this bank is to retain a register of certificates and qualifications required under the *Pilotage Act*. This bank contains information on physical characteristics, licences, certificates and accidents. The retention period for this bank is indefinite. Access to this bank will require name and address.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The records of former employees are retained indefinitely by the Laurentian Pilotage Authority rather than being transferred to the Public Archives of Canada. Please direct requests for formal access to the address given under Access Procedures.

PARTICULAR BANKS

The following bank is located at headquarters only.

LPA/P-PE-801
Register of Pilots

The purpose of this bank is to retain a register of certificates and qualifications required under the *Pilotage Act*. It contains information on physical characteristics, licences, certificates and accidents. Files are retained indefinitely.

STANDARD BANKS

LPA/P-SE-901
Employee Personnel Record

This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. The information in this bank relates to departmental employees. The purpose of this bank is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. The information is used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. The information is retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

LPA/P-SE-903
Attendance and Leave

This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. The information relates to departmental employees. The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. The information is used to record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. Records are destroyed two years after expiry of the fiscal year.

LPA/P-SE-904
Pay and Benefits

This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The information is used to enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*. Records are destroyed two years after expiry of the fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

LPA/P-SE-912

Performance Reviews and Employee Appraisals

This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. The information relates to departmental employees. The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. The information is used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. Records are destroyed after ten years for employees in the Management Resources Information System and three years for all other employees.

LAW REFORM COMMISSION OF CANADA

Chapter 57

Background

The Law Reform Commission of Canada was established by an Act of Parliament that came into force on June 1, 1971.

The objectives of the Commission are to study and review, on a continuing and systematic basis, the statutes and other laws comprising the laws of Canada with a view to making recommendations for reform, including, without limiting the generality of the foregoing:

- the removal of anachronisms and anomalies in the law;
- the reflection in and by the law of the distinctive concepts and institutions of both the common law and civil law legal systems in Canada, and the reconciliation of differences and discrepancies in the expression and application of the law arising out of differences in these concepts and institutions;
- the elimination of obsolete laws; and
- the development of new approaches to and new concepts of the law in keeping with the changing needs of modern Canadian society and of individual members of that society.

Access Procedures

Please direct enquiries concerning the *Privacy Act* to

Access to Information and Privacy Co-ordinator
Law Reform Commission of Canada
Room 840A, Varette Building
130 Albert Street
Ottawa, Ontario
K1A OL6
Telephone: (613) 996-7844

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

All banks are located at headquarters in Ottawa.

LRC/P-PU-005
Service Contracts

This bank is used to control commitment of funds and to ensure that payments are made in accordance with legal research contract terms. Data includes contract details with consultants, financial data related to contracts, invoices for payments and requisitions for payments, evaluations of performance and formal signed contracts. Only persons and companies under contract with the Law Reform Commission of Canada are included. The information is used to monitor contracts of legal research services and to make decisions regarding timing and amount of payments in relation to the contract terms and performance evaluations. The files for individuals and companies under contracts are maintained alphabetically by name. Files are kept for 25 years.

LRC/P-PU-010
Expenditure Records
Description: This bank contains information to support payments made to consultants for expenses incurred or to be incurred in the performance of their functions. It contains documents related to the authorization, and advances and claims for the expenses.
Class of Individuals: Consultants.
Purpose: The information in this bank is used as supporting documentation for payment of accounts and is retained primarily for auditing purposes.
Consistent Uses: Claims submitted by consultants can also be used for the calculation of costs of specific legal research projects.
Retention and Disposal Standards: Files and consultants' expenditure records are kept for six fiscal years.
PAC# = 78-001
TBS Registration Number: 001598

LRC/P-PU-015
Employment Applications
Description: This bank contains information on candidates available for employment at the Law Reform Commission of Canada for reference when vacancies arise. Records contain letters, completed application forms, applicants' résumés, comments of interviewers, letters of reference, and other information supplied by individuals seeking employment.
Class of Individuals: Public.
Purpose: Files are used in the selection of staff.
Retention and Disposal Standards: Records are maintained for one year and then destroyed.
PAC# = 78-001
TBS Registration Number: 001599

LRC/P-PU-020
Access Request Data Bank

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only and to report on the number of access requests received annually. Records in this bank are maintained in chronological order under the name of the individual requesting the information. The retention period is two years.

Classes of Personal Information

In the course of conducting the Law Reform Commission of Canada research programs on a variety of legal research topics, personal information may be accumulated that is not contained in a specific personal information bank. Such personal information includes suggestions and opinions from the public, which form part of a specific subject file. These records are used for statistical analysis and are not normally retrieved by name of individual. These records can only be retrieved by providing information on specific subjects. This bank contains information on 131 legal research subjects. The retention periods for information in this class of records are covered by retention schedules associated with each subject file.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct requests for formal access to the Access to Information and Privacy Co-ordinator at the address given in this chapter.

STANDARD BANKS

LRC/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing,

attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000372

LRC/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000373

LRC/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 000374

LRC/P-SE-914
Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 000375

LRC/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 000376

MEDICAL RESEARCH COUNCIL

Chapter 58

MEDICAL RESEARCH COUNCIL

Background

The Medical Research Council of Canada is a corporation established by the *Medical Research Council Act*. Its objective as stated in the Act is to help attain the quality and scale of research in the health sciences essential to the maintenance and improvement of health services. To this end the Council has established a number of types of grants (to support research), awards (to support individuals) and special programs for which individuals may make applications for consideration in peer-reviewed competitions. The personal information in the banks in this chapter consists mainly of assessments of applications obtained by the Council in the peer review process. For grants and special programs, access to this personal information is automatic, that is, copies of all review reports are sent to the applicant along with notification of the Council's decision. For awards, access is available on request, either informally, by letter, or by submission of the Privacy Access Request Form to the Privacy Co-ordinator.

Access Procedures

All information banks are located at the secretariat offices in the National Capital Region. Enquiries concerning these banks should be addressed to

Privacy Co-ordinator
Medical Research Council
20th Floor, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0W9

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Grants and Contributions Files

MER/P-PU-005

Grants Applicants Council of Canada

Description: The purpose of this bank is to maintain a record of the applications and assessment records of health scientists applying for funding of research projects by the Council. It contains the relevant Medical Research Council application form and supporting data presented by the applicant, referee and committee assessments of the project, the ranking awarded, the decision of Council, and if successful, the financial and administrative data pertaining to its support. Individuals identified are those making project proposals to Council.

Class of Individuals: Investigators holding an academic appointment in a Canadian School of medicine, dentistry, veterinary medicine, nursing, optometry, or pharmacy.

Purpose: Information in the bank is evaluated to assess the relative merit of the proposal for the purpose of funding or not funding the project.

Consistent Uses: Information in the bank provides the basis for planning and budgeting of health sciences research activities by the Council. It is also useful in the monitoring of the peer review system.

Retention and Disposal Standards: Files in this bank are retained for eight years: active two years after termination or rejection of grant and dormant six years. They are then transferred to the Public Archives of Canada for selective retention.

PAC# = 79-006

Related to COR: MRC/PRB-045

TBS Registration Number: 000525

MER/P-PU-010

Awards Applicants and Committee Records

Description: This bank contains records of individual applications for funding under one of several personnel support programs sponsored by the Council. It contains applications, third-party appraisals, committee assessments, training, travel and financial administration details on the support of successful applicants. Individuals identified are those applicants meeting the criteria for each program as amended from time to time and published in the Medical Research Council Grants and Awards Guide.

Class of Individuals: Research trainees with BSC, MD, DDS, DVM, MSC, PhD, and D. Pharmacy professors holding an appointment in university or affiliated institutions.

Purpose: Information in this data bank is used to assess the education and other requirements necessary to meet the criteria of the applicable program, and to evaluate the merits of the application for funding.

Consistent Uses: Information in the bank provides the basis for planning and budgeting of health sciences research activities by the Council. It is also useful in the monitoring of the peer review system.

Retention and Disposal Standards: Files in this bank are retained for eight years: active two years after termination or rejection of award and dormant six years. They are then transferred to the Public Archives of Canada for selective retention.

PAC# = 79-006

TBS Registration Number: 000526

MER/P-PU-015

Special Programs Application and Assessment Records

Description: The purpose of this file is to provide supporting documentation of proposed projects for funding by the Council. It contains applications, third-party assessments, and administrative correspondence in the funding of successful projects. Some files identify individuals of the health services scientific community making proposals to Council.

Class of Individuals: Investigators holding an academic appointment in a Canadian School of medicine, dentistry, veterinary medicine, nursing, optometry, or pharmacy.

Purpose: Information in the bank is used to evaluate the relative merits of the proposals with the purpose of funding or not funding and for observing the progress of those that are funded.

Consistent Uses: Information in the bank provides the basis for planning and budgeting of health sciences research activities by the Council. It is also useful in the monitoring of the peer review system.

Retention and Disposal Standards: Files in this bank are retained for eight years: active two years after termination or rejection of special program and dormant six years. They are then transferred to the Public Archives of Canada for selective retention.

PAC# = 79-006

TBS Registration Number: 000527

MER/P-PU-020

Membership of Council and Committees

Description: This bank contains letters nominating individuals for service on Council and its committees, letters of invitation and thank you letters. The information is used to assist in the selection and appointment of members. The membership of Council and Committees is made public. Persons requesting access should provide name, affiliation, name of committee and date of membership.

Class of Individuals: Members of the health science community, federal employees and members of the public.

Purpose: The information is used to assist in the selection and appointment of members for the membership of Council and its Committees.

Retention and Disposal Standards: Files in this bank are retained for eight years: active two years and dormant six years. They are then

transferred to the Public Archives of Canada for selective retention.
PAC# — 79-006
TBS Registration Number: 000528

MER/P-PU-025
Lists of External Referees
Description: This bank contains names, affiliation and mailing address of individuals, in Canada and abroad, who are asked by the Council to review proposals for grants and awards. The information is used to select external referees for research proposals. Persons requesting access should provide field of research, name and affiliation.
Class of Individuals: Members of the health science community in Canada and abroad.
Purpose: The information is used to select external referees for research proposals.
Retention and Disposal Standards: The information is retained until superceded by updates or withdrawals of individuals. Withdrawn referee names are kept for two years (active) and six years dormant for reference purposes and then transferred to Public Archives of Canada for selective retention.
PAC# — 79-066
TBS Registration Number: 000668

MER/P-PU-030
Application for Employment File
Description: The purpose of this bank is to maintain a record of information relating to applications for employment received from the general public. This bank contains completed application forms, letters and curricula vitae of persons interested in working for the Council. Access to this bank will require name, address and date of birth.
Class of Individuals: General public.
Purpose: It is used to select candidates for the Medical Research Council of Canada when vacancies arise.
Retention and Disposal Standards: Records are retained for two years and then destroyed.
PAC# — 79-006
TBS Registration Number: 000669

MER/P-PU-035
Access Request Data Bank (New)
Description: This bank contains access requests submitted to the Council under the *Access to Information Act* and the *Privacy Act*. It also contains replies to such requests and information related to their processing.
Class of Individuals: Applicants under the *Access to Information Act* and the *Privacy Act*.
Purpose: This information is used for the administration of the above Acts. It is used for processing access requests only, and to report on the number of access requests received annually.
Retention and Disposal Standards: Files are maintained for two years following the last administrative action.
PAC# — 78-001
TBS Registration Number: 001610

Classes of Personal Information

Administration

The general administrative and correspondence files of the Medical Research Council contain a certain amount of personal information not arranged or retrievable by personal identifiers. Such personal information includes suggestions and opinions from the general public which form part of a specific subject file. This form of personal information is normally retrievable only if specifics of name, date of communication and subject are provided. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Reports and Surveys

For purposes of program planning and evaluation, the Council requires a variety of reports concerning aspects of medical research in Canada. The reports themselves, published or unpublished, do not contain personal information about individuals. In the process of preparing such a report, personal information is necessarily obtained. This may include current academic position, professional qualifications of individuals, nature of research being undertaken by individuals and present and past funding of an individual's research. This information is not used for administrative purposes and is not arranged or retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the study or report involved. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

STANDARD BANKS

The following banks are located at headquarters.

MER/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks.

The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000670

MER/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000671

MER/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000672

MER/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000673

MER/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the

administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# – 85-001
TBS Registration Number: 000674

MER/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# – 85-001
TBS Registration Number: 000675

MER/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# – 85-001
TBS Registration Number: 000676

MER/P-SE-911
Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# – 85-001

TBS Registration Number: 000677

MER/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# – 85-001

TBS Registration Number: 000678

MER/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# – 85-001

TBS Registration Number: 000679

MER/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 000680

NATIONAL ARTS CENTRE CORPORATION

Chapter 59

NATIONAL ARTS CENTRE CORPORATION

Background

The objectives of the Corporation are to operate and maintain the National Arts Centre (NAC): to develop the performing arts in the National Capital Region; and to assist the Canada Council in the development of the performing arts elsewhere in Canada.

Access Procedures

The following banks are located at the National Arts Centre offices in the National Capital Region. Enquiries concerning these banks should be addressed to

Assistant Director-General
National Arts Centre Corporation
P.O. Box 1534, Station "B"
Ottawa, Ontario
K1P 5W1

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

NAC/P-PU-005
Box Office Mail Order Records

The purpose of this bank is to maintain a record of mail order, group sales, student sales and telephone orders. It contains names, addresses, telephone numbers, credit card information, seat numbers and prices. This bank is used to ensure proper seat allocation and determination of seats available for general sale. The information on file is destroyed after a two-month period.

NAC/P-PU-010
Box Office Subscriptions

The purpose of this bank is to maintain a record of box office subscriptions. It contains names, addresses, telephone numbers, credit card information, seat location and prices. This bank is used to ensure proper seat allocation and determination of seats available for general sale. Information on file is retained for one year.

NAC/P-PU-015
Orchestra Singers' Records

The purpose of this bank is to maintain a record of singers who have performed or are available for performing with the National Arts Centre Orchestra. It contains names, addresses, telephone numbers, audition information and related correspondence. This bank is used as a resource reference for program development. Information on file is retained indefinitely.

NAC/P-PU-020
Orchestra Record of Guest Artists

The purpose of this bank is to maintain a record of guest artists who have performed or are available for performing with the National Arts Centre Orchestra. It contains names, addresses, telephone numbers, particular talents and related correspondence. This bank is used as a resource reference for program development. Information on file is retained indefinitely.

NAC/P-PU-025
Orchestra Musicians' Record

The purpose of this bank is to maintain a record of musicians who have auditioned for employment with the National Arts Centre Orchestra. It contains names, addresses, telephone numbers, training, particular talents and related correspondence. This bank is used as a resource reference when orchestra vacancies occur. Information on file is retained indefinitely.

NAC/P-PU-030
Operatic Artists' Record

The purpose of this bank is to maintain a record of artists who have auditioned for employment with the festival department. It contains names, addresses, telephone numbers, particular talents and related correspondence. This bank is used as a resource reference for program development. Information on file is retained indefinitely.

NAC/P-PU-035
Lighting Designers' Record

The purpose of this bank is to maintain a record of specialist lighting designers available for production of operas. It contains names, addresses, telephone numbers, experience, special talents, and related correspondence. This bank is used as a resource reference for program development. Information on file is retained indefinitely.

NAC/P-PU-040
Artists' Contracts Record

The purpose of this file is to maintain a record of performers' contracts and to enable selection of performers and artists for future operatic performances. It contains names, addresses, telephone numbers, experience, special talents and related correspondence. This bank is used as a resource reference for program development. Information on file is retained indefinitely.

NAC/P-PU-045
Theatrical Artists' Casting Record

The purpose of this bank is to maintain a record of artists who have made applications to the theatre department. It contains names, telephone numbers, agents, physical descriptions, talents, union affiliation, languages, citizenship, dates of auditions, curricula vitae, photos and related correspondence. This bank is used as a resource reference for program development. Information on file is maintained indefinitely.

NAC/P-PU-050
Record of Parking Agreements

The purpose of this bank is to maintain a record of parking agreements between the National Arts Centre, the general public, and employees, for parking privileges in the NAC garage. It contains names, home and business addresses, telephone numbers and description of vehicles. This bank is used for determining the number of parking spaces allocated on a monthly basis, and reconciliation of revenues. Information on file is retained indefinitely.

NAC/P-PU-055

Applicant Inventory

The purpose of this bank is to maintain an inventory of applicants for employment with the National Arts Centre. It includes application for employment, screening and interview data, work history, skills, education and professional qualifications, location preferences, interview results and qualifying level. This bank is used to identify applicants, their skills and abilities, work history, education and basic personal data for recruitment, referral and appointment by the NAC. Records are retained for one year from date of receipt of application form.

NAC/P-PU-060

CEGEP — Trainees

The purpose of this bank is to record the names, progress and work accomplished by temporaries sent for on-the-job training from CEGEP. This bank is used to report results to CEGEP. Personal records (evaluations) are retained for two years.

NAC/P-PU-065

Vendor Sourcing Records

This bank consists of records of suppliers that do business with the National Arts Centre. The purpose of this bank is to identify potential suppliers' capabilities. The bank primarily contains information such as lists of main products, equipment, or services provided and performance records. The principal use of the bank is to aid in the selection of suppliers to the National Arts Centre.

NAC/P-PU-070

Access Request Data Bank

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. Files will be kept for two years.

NAC/P-PU-075

Professional and Personal Service Contracts

The purpose of this bank is to maintain a record concerning individuals who have contracted with the Corporation to render professional and personal services. This bank contains basic information such as names, addresses, social insurance numbers, qualifications and service history.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to

Privacy Co-ordinator
National Arts Centre Corporation
Room 701
85 Albert Street
Ottawa, Ontario
K1P 5W1
Telephone: (613) 996-5051

PARTICULAR BANKS

The following bank is located at headquarters.

NAC/P-PE-801

Labour Canada

The purpose of this bank is to maintain information on labour relations (conforming to the Canada Labour Code) regarding cases involving NAC staff. Records are retained for an indeterminate period.

STANDARD BANKS

The following banks are located at headquarters.

NAC/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 001767

NAC/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001768

NAC/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001769

NAC/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 001770

NAC/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 001771

NAC/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal

data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001772

NAC/P-SE-907
Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 001773

NAC/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001774

NAC/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001775

NAC/P-SE-911
Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately

destroyed.
PAC# = 85-001
TBS Registration Number: 001776

NAC/P-SE-912
Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001777

NAC/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 001778

NAC/P-SE-914
Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 001779

NAC/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 001780

Deleted Personal Information Banks

NAC/P-SE-915	Conflict of Interest
NAC/P-SE-916	Employee Assistance

NATIONAL CAPITAL COMMISSION

Chapter 60

NATIONAL CAPITAL COMMISSION

Background

The National Capital Commission (NCC) was created in 1959 to succeed the Federal District Commission (1927-1958) and the Ottawa Improvement Commission (1899-1927).

The NCC carries out its mandate under authority of the *National Capital Act*, 1958, c37, S.1. The objectives and purposes of the NCC are to prepare plans for, and assist in the development, conservation and improvement of the National Capital Region, in order that the nature and character of the seat of the Government of Canada may be in accordance with its national significance.

Access Procedures

Formal requests for access to personal information under the provisions of the *Privacy Act* must be made in writing to

Access to Information and Privacy Co-ordinator
National Capital Commission
161 Laurier Avenue West
Ottawa, Ontario
K1P 6J6

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Secretariat

NCC/P-PU-005
Record of Commissioners and Members of Committees
Description: Files may contain curricula vitae, letters of recommendation, photographs, submissions to Treasury Board, Orders-in-Council, general correspondence and a record of travel expenses and honoraria.
Class of Individuals: Professional people.
Purpose: The purpose of this bank is to maintain a record of all commissioners and members of the various corporate and advisory committees within the commission.
Consistent Uses: The bank provides an up-to-date date status of financial transactions and is also used to help identify personal skill, abilities and suitability of candidates to serve as members of committees or as potential commissioners.
Retention and Disposal Standards: Records are retained for six years after expiry of terms.
PAC# = 78-011
Related to COR: NCC/SEC-005
TBS Registration Number: 000800

NCC/P-PU-010
Access Request Data Bank
Description: This bank contains the access request forms sent by individuals requesting access to Commission records, the replies to such requests and information relating to their processing.
Class of Individuals: General public.
Purpose: The purpose of this bank is to maintain a record of all applicants under the Access to Information and Privacy Acts.
Consistent Uses: The bank is used to document the activity and to provide statistical reports required under the Acts.
Retention and Disposal Standards: Records are retained for three years.
PAC# = 78-011
Related to COR: NCC/SEC-005
TBS Registration Number: 000801

Finance and Administration Branch

NCC/P-PU-015
Claims, General
Description: These files may contain police reports, accident reports, witness reports, estimates, amounts paid or received, releases and related particulars.
Class of Individuals: General public.
Purpose: The purpose of this bank is to maintain records of vehicular and other accidents and incidents resulting in claims for and against the Crown.
Consistent Uses: This information is used to determine liability and to negotiate settlements.
Retention and Disposal Standards: Records are retained for six fiscal years after settlement of claims.
PAC# = 78-011
Related to COR: NCC/FAB-100
TBS Registration Number: 000802

NCC/P-PU-020
Catalogue of Contractors
Description: This bank contains curricula vitae, certificates of insurance and worker's compensation, references and declared arease of contractual interest.
Class of Individuals: Professional and business persons.
Purpose: The purpose of this bank is to maintain a record of professional and business persons who have offered their services to the National Capital Commission.
Consistent Uses: The information in this bank is used to determine who will be chosen to do work or provide services when required.
Retention and Disposal Standards: Records are retained for two years.
PAC# = 78-011
Related to COR: NCC/FAB-100
TBS Registration Number: 000803

NCC/P-PU-025
Personal Service Contracts
Description: Data may include terms of contract; performance reports; billings; payments made; and related correspondence.
Class of Individuals: General public.
Purpose: The purpose of this bank is to maintain an accurate account of all payments made under personal service contracts.
Consistent Uses: It is used as a basis for negotiations between the National Capital Commission and the individuals concerned.
Retention and Disposal Standards: Records are retained for six fiscal years after completion of terms of contract.
PAC# = 78-011
Related to COR: NCC/FAB-095
TBS Registration Number: 000804

NCC/P-PU-030
Applications for Employment
Description: This bank contains applications, employment histories, letters of recommendation, career resumés and supporting documentation.
Class of Individuals: General public.
Purpose: This bank exists to maintain an inventory of applicants for employment with the National Capital Commission.
Consistent Uses: The bank is used to identify the skills and abilities of applicants for possible employment in the Commission.
Retention and Disposal Standards: Records are retained for two years.
PAC# = 78-011
Related to COR: NCC/FAB-095
TBS Registration Number: 000805

Property Branch

NCC/P-PU-035

Property Rental Collection System

Description: This bank contains the National Capital Commission property number, tenant number, rental charges, rental payments, maintenance allowances, collection and credit reports and related correspondence.
Class of Individuals: Tenants of the Commission.
Purpose: This bank identifies past, present and prospective tenants of the Commission.
Consistent Uses: This bank is used for the collection of rents.
Retention and Disposal Standards: Records are retained for six fiscal years after accounts are settled.
PAC# = 78-011
Related to COR: NCC/PRB-065
TBS Registration Number: 000806

NCC/P-PU-040

Property Tenant Records

Description: This bank may contain the names of former, present and prospective tenants, the former address of a tenant, their employment background, annual earnings and number of children.
Class of Individuals: Tenants of NCC properties.
Purpose: The purpose of this bank is to maintain an inventory of all National Capital Commission tenants and applicants for tenancy.
Consistent Uses: It is used to identify past, present and prospective tenants of Commission properties. Some information may be disclosed for the purpose of collecting debts owed by tenants as a result of their tenancy.
Retention and Disposal Standards: Records are retained for two years after property is vacated.
PAC# = 78-011
Related to COR: NCC/PRB-065
TBS Registration Number: 000807

NCC/P-PU-045

Property Transaction Records

Description: The files contain general correspondence, appraisal reports, description of property and basic personal data on the owner. Also included is the final disposition of the case in the form of an option and copies of minutes of the N.C.C. Advisory Committee on Real Estate. The records are organized by property parcel number with an alphabetical cross reference system.
Class of Individuals: Property owners.
Purpose: The purpose of this bank is to record the negotiations leading to property transactions.
Consistent Uses: It is used to assist in the administration of policies on the acquisition and expropriation of properties in the National Capital Region on behalf of the federal government.
Retention and Disposal Standards: Records are microfilmed and transfered to Public Archives annually.
PAC# = 78-011
Related to COR: NCC/PRB-055
TBS Registration Number: 000808

NCC/P-PU-050

Property Management Records

Description: The files contain basic personal information on the owner or tenant of the property and all information pertaining to the leasing of the property, authority to repair, capital improvement to the property and general correspondence on related matters. The records are organized by project parcel number with an alphabetical cross reference system.
Class of Individuals: Owners and tenants of the properties.
Purpose: The purpose of this bank is to maintain a record of information relating to the management of NCC properties.
Consistent Uses: It is used to assist in the administration of properties acquired on behalf of the federal government. Some information may be disclosed to municipalities in which the properties are located for the purpose of tax assessments and administration of the grants-in-lieu of taxes program.
Retention and Disposal Standards: Records are microfilmed and transfered to Public Archives annually.
PAC# = 78-011
Related to COR: NCC/PRB-055
TBS Registration Number: 000809

NCC/P-PU-055

Violation Records — Other Than Gatineau Park

Description: This bank identifies violators and may contain a description of material seized, identification of witnessing officer and any relevant details.
Class of Individuals: General public.
Purpose: The purpose of this bank is to record particulars of the violation of laws and regulations applicable to N.C.C. land and properties (with the exception of Gatineau Park).
Consistent Uses: This bank is used to facilitate the administration of justice within Commission-owned land and properties.
Retention and Disposal Standards: Case files are retained for 20 years.
PAC# = 78-011
Related to COR: NCC/PRB-055
TBS Registration Number: 000810

Public Activities

NCC/P-PU-060

Violation records — Gatineau Park

Description: This bank identifies violators and may contain a description of material seized, identification of witnessing officer and any relevant details.
Class of Individuals: Violators of laws and regulations.
Purpose: The purpose of this bank is to record particulars of the violation of laws and regulations applicable within the Gatineau Park.
Consistent Uses: This bank is used to facilitate the administration of justice within the park.
Retention and Disposal Standards: Case files are retained for 20 years, while the ongoing master computer tape is retained for 10 years.
PAC# = 78-011
Related to COR: NCC/PAB-035
TBS Registration Number: 000811

Classes of Personal Information

The National Capital Commission as a whole is involved in activities which tend to generate public response in one form or another. As a result, personal information may be accumulated which is not contained in specific NCC banks listed in this index.

Such personal information may consist of compliments, complaints, suggestions, opinions, proposals, agreements, permits and permissions and may include name, address, telephone number and, in some cases, marital status, age and employment.

This form of personal information is stored throughout the general subject files and is not normally retrievable by name or other personal identifier. It can be located only if specific and sufficient details are provided concerning the event or activity of interest such as:

- acquisition, development, management, and disposal of properties;
- planning, construction, maintenance and operation of roads, bridges, parks, pathways and other works;
- joint projects with municipalities;
- construction and operation of concessions;
- grants and subsidies;
- historical sites and buildings;
- plans for federal elements in the National Capital Region;
- public cultural and recreational activities;
- tours and services for visitors;
- promotion of national understanding and awareness of the National Capital of Canada;
- violation of laws and regulations.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please forward all formal requests for access to

Access to Information and Privacy Co-ordinator
National Capital Commission
161 Laurier Avenue West
10th Floor
Ottawa, Ontario
K1P 6J6
Telephone: (613) 996-4926

STANDARD BANKS

NCC/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000812

NCC/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000813

NCC/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000814

NCC/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000815

NCC/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 000816

NCC/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official languages programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000817

NCC/P-SE-907
Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/ injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 000818

NCC/P-SE-908

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000819

NCC/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000820

NCC/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000821

NCC/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 000822

NCC/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of

individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000823

NCC/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 000824

NCC/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 000825

NCC/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000826

NCC/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000827

NCC/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 000828

NCC/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 000829

DEPARTMENT OF NATIONAL DEFENCE

Chapter 61

DEPARTMENT OF NATIONAL DEFENCE

Background

The Minister of National Defence has the control and management of the Canadian Forces and all matters relating to National Defence establishments and works for the defence of Canada. The Canadian Forces, besides forming part of National Defence Headquarters, are organized into seven major functional commands and one command with regional responsibilities. The Department is responsible for the administration of the *Canadian Forces Superannuation Act*, the *Defence Services Pensions Continuation Act*, the *National Defence Act*, and the *Visiting Forces Act*.

Access Procedures

All requests for access to the following banks should be mailed to National Defence Headquarters at the address given below:

Privacy Co-ordinator
National Defence Headquarters
Ottawa, Canada
K1A 0K2

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Judge Advocate General

DND/P-PU-005
Accidents — Mobile Equipment
Description: This bank contains liability data and settlements and covers civilian, military personnel and the public. Records are accessible by providing full name, social insurance number, date of accident, the Canadian Forces Registration number of National Defence vehicle and date claim settled.
Class of Individuals: Civilian employees, military personnel and the public.
Purpose: The purpose of this bank is to document claims by or against the Crown as the result of motor vehicle traffic accidents involving National Defence vehicles.
Retention and Disposal Standards: Records are retained for the following periods: Claims under $100. — one calendar year after final action; claims under $1,000. — two calendar years after final action; claims over $1,000. — seven calendar years after final action; and unsettled claims one year after statutory limitation becomes effective. Records are transferred to National Personnel Records Centre, Public Archives Canada where they are placed in data bank PAC/P-CE-716.
PAC# = 69-014
Related to COR: DND/JAG-005
TBS Registration Number: 000162

DND/P-PU-010
Claims — Property Damage
Description: This bank contains addresses, nature of claim, settlement transaction, etc. for civilian and military personnel registering claims. Records are accessible by providing full name, social insurance number and year of claim.
Class of Individuals: Civilian and military personnel, the general public.
Purpose: The purpose of this bank is to document settlements against the Crown pertaining to property damages.
Retention and Disposal Standards: Records are retained for two calendar years after the settlement of claims under $1,000, for seven years after the settlement of claims over $1,000 and, in the cases of unsettled claims, for one year after statutory limitation becomes effective. Files are then transferred to National Personnel Record Centre, Public Archives Canada where they are placed in data bank PAC/P-CE-716.
PAC# = 69-014
Related to COR: DND/JAG-010
TBS Registration Number: 000163

DND/P-PU-015
Claims — Bodily Injuries
Description: This bank contains names, addresses, nature of claim, medical records, opinions, etc. for civilian and military personnel and the general public who have registered claims for bodily injury; also names, addresses, nature of claim, opinions, etc. for civilian and military personnel who were driving National Defence vehicles at a time when they were involved in incidents giving rise to litigation, requiring their representation by legal counsel in court. Records are accessible by providing full name, social insurance number and year of claim.
Class of Individuals: Civilian employees of National Defence, military personnel and the general public.
Purpose: The purpose of this bank is to document settlements pertaining to claims against the Crown for bodily injuries and requests for provision of legal counsel at public expense for drivers of National Defence vehicles when involved in criminal or civil litigation.
Retention and Disposal Standards: Records are retained for five calendar years after settlement of claims and one year after statutory limitation becomes effective in the case of unsettled claims. Records are then transferred to National Personnel Record Centre, Public Archives Canada where they are placed in data bank PAC/P-CE-716.
PAC# = 69-014
Related to COR: DND/JAG-010
TBS Registration Number: 000164

DND/P-PU-020
Claims — NATO Forces in Canada
Description: This bank contains names, addresses, nature of claim, settlement transactions, etc. for civilian and military personnel and the general public registering claims for property and personal damages. Records are accessible by providing full name, place and year of claim.
Class of Individuals: Civilian employees of National Defence, military personnel and the general public.
Purpose: The purpose of this bank is to document claims against the Crown arising out of incidents involving forces of North Atlantic Treaty Organization countries in Canada.
Retention and Disposal Standards: Records are destroyed after the following periods: Claims under $1,000, two calendar years after final action; claims over $1,000, six calendar years after final action; unsettled claims, one year after statutory limitation becomes effective.
PAC# = 69-014
Related to COR: DND/JAG-010
TBS Registration Number: 000165

Director General Recruiting, Education and Training

DND/P-PU-025
Enrolment Bank — Applicants
Description: This bank contains personal and educational histories, results of aptitude and military occupation tests, and records of acceptance or rejection decisions. Files are used for administrative and statistical purposes, and cover approximately 50,000 applicants annually. Records are accessible by providing full name, social insurance number, the year of the application and geographical location of the recruiting centre.
Class of Individuals: Applicants for enrolment in the Canadian Forces.

Purpose: The purpose of this bank is to maintain a record of all applicants for a service career.
Retention and Disposal Standards: Records are destroyed after two calendar years.
PAC# = 69-014
Related to COR: DND/RET-375
TBS Registration Number: 000166

Director General Personnel Co-ordination

DND/P-PU-030
Privacy
Description: Records in the bank consist of access request and correction request forms submitted by individuals requesting access to and correction or notation of their files, the replies to such requests and information related to their processing. Records are used for processing such requests only, and to report on the number of requests received annually. Records are accessible by providing full name, social insurance number and year of request and information bank number.
Class of Individuals: Civilian employees of National Defence, military personnel and the general public.
Purpose: This bank provides a complete record of policy, procedure and request activity pertaining to the *Privacy Act*.
Retention and Disposal Standards: Files are destroyed after two calendar years.
PAC# = 69-014
Related to COR: DND/PCA-610
TBS Registration Number: 000167

DND/P-PU-035
Canadian Human Rights Act — Discrimination
Description: This bank contains individual complaints and inquiries lodged under the provisions of the *Canadian Human Rights Act* — Part III. Records in this bank contain details of complaints including the results of both departmental and Canadian Human Rights Commission investigations, case analyses, conciliation reports and judicial processes. Records are retrievable by providing full name, year of complaint and the proscribed ground under which the complaint was made.
Class of Individuals: Civilian employees of National Defence, military personnel and the general public.
Purpose: Records are used for processing of complaints to determine liability and, where necessary, for review and amendment of departmental policies and practices. They are also utilized for the compilation of statistical data.
Retention and Disposal Standards: Records are retained until age 90 for military personnel and age 70 for civilians. Records are then destroyed.
PAC# = 69-014
Related to COR: DND/PCA-605
TBS Registration Number: 000168

Communications Security Establishment

DND/P-PU-040
Security and Intelligence Information Files

This bank contains information concerning individuals identified as potential risks to national security. It also contains personal information relating to sensitive aspects of Canada's international relations and defence. This information is used to advise the government with respect to international affairs, security and defence. This bank is designated by the Governor-in-Council as an exempt bank pursuant to Section 18(1) of the *Privacy Act*, on the basis of Section 21 of the Act. Retention and disposal schedules are being developed with Public Archives Canada.

Research and Development Branch

DND/P-PU-045
Ergonomists Information Bank
Description: This bank reflects not only the ergonomic resources available but also the skills and specific experience applicable to the persons listed in the bank. Records are accessible by providing full name and address.
Class of Individuals: Professional Ergonomists.
Purpose: The purpose of this bank is to maintain a record of Professional Ergonomists (human factor engineers) offering their services in Canada as contractors and subcontractors. The bank is used to aid National Defence in contracting and subcontracting ergonomic expertise and also indicates those areas where expertise is lacking thus indicating where appropriate training and education might be arranged.
Retention and Disposal Standards: Records are destroyed after two years.
PAC# = 69-014
Related to COR: DND/RDB-725
TBS Registration Number: 000169

DND/P-PU-050 *Formerly Identified as:* DND/P-PE-860
SARSTATS MK II
Description: This bank contains operational and technical detail pertaining to all national search and rescue incidents handled by the Rescue Co-ordination Centres since 1975. Also included is personal data such as name, address, technical qualifications, vehicle ownership details, etc. Records are accessible by providing name, date and location of incident, vehicle or licence registration (if applicable).
Class of Individuals: Members of the general public who were the objects of a search.
Purpose: The purpose of the SARSTATS MK II System is to provide Canadian Search and Rescue authorities with a management tool to assist in the identification and allocation of the required Search and Rescue resources for the conduct of Search and Rescue responsibilities in Canada.
Retention and Disposal Standards: Data are collected daily from each Rescue Co-ordination Centre and retained indefinitely at the Data Centre Ottawa for statistical purposes.
PAC# = 69-014
Related to COR: DND/ADO-275
TBS Registration Number: 000224

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please forward all requests for formal access to

Privacy Co-ordinator
National Defence Headquarters
Ottawa, Ontario
K1A 0K2

PARTICULAR BANKS

DND/P-PE-801
National Defence Fingerprint File
Description: The following information is held on all former and current members of the Canadian Forces and former and current civilian employees of the Department; fingerprints, social insurance

number, name, date and place of birth, colour of hair and eyes, height, weight, complexion, date and place of fingerprinting as well as dates of all previous employment with the Canadian Forces, RCMP or Public Service. Records are accessible by providing name, social insurance number and one rolled fingerprint as proof of identity.

Class of Individuals: Former and current members of the Canadian Forces; former and current civilian employees of National Defence.

Purpose: This bank of information is maintained for verification of identity purposes. It may also be used by the Department for security and reliability screening of employees.

Retention and Disposal Standards: Records are retained by the Department until the individual reaches age 75 and are then destroyed or are held for permanent retention if judged to be of historic value.

PAC# = 69-014

TBS Registration Number: 000170

DND/P-PE-802

Non-Public Fund (NPF) Personnel Index Card

Description: This bank contains employee's social insurance number, name, sex, date of birth, marital status, unit of employment, salary, date of employment, and Non-Public Fund benefit plans applicable. Files are restricted to Non-Public Fund permanent employees by unit of employment. Records are accessible by providing full name, social insurance number and date of birth.

Class of Individuals: Non-Public Fund permanent employees.

Purpose: Records are used to store information submitted by units and for statistical purposes.

Retention and Disposal Standards: Records are retained only for statistical purposes and destroyed three calendar years after termination of employment, except for employees who have vested or deferred pension rights.

PAC# = 69-014

Related to COR: DND/PSB-385

TBS Registration Number: 000171

DND/P-PE-803

Non-Public Fund Employees Employed at Canadian Forces Bases and Stations

Description: This bank contains applications for employment, leave forms, record of pay adjustments, employee evaluation reports, employee questionnaire (including social insurance number, name, occupation, salary, marital status, sex, date of birth and date of employment) and correspondence concerning the employee's career. Records are accessible by providing full name, social insurance number, date of birth, period of employment and location of employment.

Class of Individuals: Non-Public Fund employees employed in Bases and Stations of the Canadian Forces and those employed directly by Director General Personnel Services.

Purpose: The purpose of this bank is to maintain a record of correspondence relating to the career of Non-Public Fund employees employed in Bases and Stations of the Canadian Forces and those employed directly by Director General Personnel Services. The file is used to review action taken with regard to an employee and to determine an employee's suitability for promotion, transfer or retention.

Retention and Disposal Standards: Files are destroyed after two calendar years from termination of employment.

PAC# = 69-014

Related to COR: DND/PSB-385

TBS Registration Number: 000172

DND/P-PE-804

Non-Public Fund Employees of the Canadian Forces — Personnel Applicant and Benefit Programs File

Description: This bank contains employment applications and correspondence regarding executive and managerial positions, complaints from personnel, replies and queries from employees, and replies concerning benefit programs or working conditions. The individuals concerned are Non-Public Fund employees of the Department. Records are accessible by providing full name, social insurance number, date of birth and periods of employment.

Class of Individuals: Non-Public Fund employees.

Purpose: This file is used for the administration of Non-Public Fund employees.

Retention and Disposal Standards: Records are destroyed after five calendar years.

PAC# = 69-014

Related to COR: DND/PSB-385

TBS Registration Number: 000173

DND/P-PE-806

Military Personnel Information System (Automated)

Description: This bank contains such data as the name, rank, social insurance number, place of birth, security clearance, religious denomination, marital status, dependants, medical category, military occupation, educational level, language, rank and trade qualifications, duty location, engagement plan, service history and release address for members, former and current, of the Regular Force. Similar but fewer data elements are maintained for all members, former and current, of the Reserve Force. Serving Regular Force personnel receive individually on a scheduled basis a Personnel Record Resumé (PRR), showing a resumé of the data held on them. Records of members released from the Canadian Forces are not subject to amendments. Records are retrievable by social insurance number.

Class of Individuals: Members of the Canadian Forces (Regular and Reserve).

Purpose: The purpose of this automated databank is for personnel management of the Canadian Forces. It is also used for replying to requests for certain specific personnel information on a controlled basis.

Retention and Disposal Standards: Records are retained indefinitely.

PAC# = 69-014

Related to COR: DND/CPS-625

TBS Registration Number: 000175

DND/P-PE-807

Chaplain Service

Description: This bank contains the records of Chaplains in the Canadian Forces as well as correspondence on subjects of interest and concern to them. Records are accessible by providing full name, social insurance number, rank and denomination.

Class of Individuals: Chaplains in the Canadian Forces.

Purpose: It is used as a guide to actions affecting Chaplains and their work.

Retention and Disposal Standards: Records are destroyed after three years.

PAC# = 69-014

Related to COR: DND/CGP-470; DND/CRC-485

TBS Registration Number: 000176

DND/P-PE-808

Insurance — Service Income Security Insurance Plan (SISIP)

Description: This bank contains all approved applications for the Service Income Security Insurance Plan (SISIP) as well as for the General Officers Insurance Plan (GOIP). It also contains Canadian Forces death notifications, pertinent medical details concerning disabilities and SISIP claim forms submitted by claimants. Records

are accessible by providing full name, social insurance number, date of birth, rank, and Military Occupation Code (MOC)/classification.
Class of Individuals: Current and former members of the Canadian Forces.
Purpose: The purpose of this bank is to maintain a file of past and present Canadian Forces personnel who have applied for and have been accepted for SSIP and GOIP coverage as well as to maintain a record of death and/or disability information, including benefits payable or reasons for rejection, for current and former members of the Canadian Forces who are SISIP participants.
Retention and Disposal Standards: Records are destroyed after five calendar years.
PAC# = 69-014
Related to COR: DND/CBD-450
TBS Registration Number: 000177

DND/P-PE-809

Designation of Additional Dependants' Remuneration Supplement Claims and Hospital/Medical Claims Outside of Canada

Description: This bank contains information on personal characteristics of the person for whom application is being made. Dependant records are identified by the dependant's name, name of serving member, relationship to the serving member and the serving member's full name, social insurance number, date of birth, rank and Military Occupation Code.
Class of Individuals: Dependants of members and members of the Canadian Forces.
Purpose: The purpose of this bank is to maintain a record of designation of additional Canadian Forces dependants outside of Canada for hospital and medical coverage.
Retention and Disposal Standards: Records are destroyed after two calendar years.
PAC# = 69-014
Related to COR: DND/CBD-450
TBS Registration Number: 000178

DND/P-PE-810

Medical Records

Description: This bank contains assessments of medical fitness to perform duties as a serving member of the Canadian Regular Forces and records of active medical treatment. In certain designated areas, isolated and semi-isolated units, the bank may contain records of active medical treatment for dependants of serving members. The data include medical histories, special medical examinations, tests, comments and opinions. Records are accessible by providing full name, social insurance number, rank, date of birth, and Military Occupation Code. Dependant medical records are identified by the dependant's name, name of serving member, relationship to the serving member and the serving member's social insurance number.
Class of Individuals: Members of the Canadian Forces and dependants of serving members.
Purpose: The records serve as a reference source for medical treatment and career medical/administrative decisions.
Retention and Disposal Standards: One year after a member's release from the Canadian Forces, records are then transferred to National Personnel Records Centre, Public Archives Canada where they are placed in databank PAC/P-CE-717.
PAC# = 69-014
Related to COR: DND/SGB-490
TBS Registration Number: 000179

DND/P-PE-811

Dental Records

Description: The bank contains assessments of dental fitness to perform duties as a serving regular member of the Canadian Forces and records of active dental treatment. The data includes dental and medical histories, special dental and medical examinations, tests, comments and opinions. During the service career, dental records are retained by the dental detachment responsible for the individual's treatment requirements. Records are accessible by providing full name, date of birth, social insurance number, rank, Military Occupation Code.
Class of Individuals: Members of the Canadian Forces.
Purpose: The dental records are used for ongoing planning and provision of required dental treatment throughout an individual's career. They may also be used for forensic identification during and following service in the Canadian Forces.
Retention and Disposal Standards: One year after member's release from the Canadian Forces, records are then transferred to the National Personnel Records Centre, Public Archives Canada where they are placed in databank PAC/P-CE-717.
PAC# = 69-014
Related to COR: DND/DSD-510
TBS Registration Number: 000180

DND/P-PE-812

Social Work Services

Description: This bank records professional social work information on clients seen by social work officers. Any military person, including members of his/her family receiving social work assistance is identified in the bank which is accessible by providing member's full name, social insurance number, rank, and Military Occupation Code.
Class of Individuals: Members of the Canadian Forces and members of their immediate families.
Purpose: Information in the bank is used to assist the social work officer in professional treatment and case management.
Retention and Disposal Standards: Files are destroyed five calendar years after the case is closed.
PAC# = 69-014
Related to COR: DND/PSB-405
TBS Registration Number: 000181

DND/P-PE-814

Career Medical Review Board

Description: This bank contains the member's medical category, recommendations of military medical authorities, Command Surgeon, Director Postings and Careers, Personnel Selection Officer's report (in some cases), a medical statement prepared by the Surgeon General's staff and Board decisions. Individuals identified are disabled or unfit to perform their duties. It also includes data on members who are fit to perform their duties with and without restrictions. Records are accessible by providing full name, social insurance number, rank and Military Occupation Code, and the year of the board.
Class of Individuals: Members of the Canadian Forces and members of the Reserve Force on Class "C" service in the rank of Major and below.
Purpose: The purpose of this file is to record the decisions made by Career Medical Review Boards convened to decide the disposition of serving members of the Regular Force and of the Reserve Force on Class "C" Reserve Service whose medical category is below the standard required for employment in their military classification.
Retention and Disposal Standards: Files are held for statistical purposes for five calendar years and then destroyed.
PAC# = 69-014
Related to COR: DND/CSA-520
TBS Registration Number: 000183

DND/P-PE-815

Canadian Forces Personnel Applied Research Information Data Bank

Description: This automated data bank contains data on recruiting,

selection, training and employment in the Canadian Forces. The information is demographic and biographic, concerning military occupations assessment and employment. Records are retrievable by social insurance number.
Class of Individuals: Applicants to the Canadian Forces and serving and former members of the Canadian Forces.
Purpose: This automated data bank serves as a guide in personnel research.
Retention and Disposal Standards: Records are destroyed after 25 years.
PAC# = 69-014
Related to COR: DND/PDB-360
TBS Registration Number: 000184

DND/P-PE-816
Post-Graduate Training Selection Board
Description: The bank contains the current selection criteria, a list of officers selected for post-graduate training, a list of alternates and a list of officers not selected for post-graduate training. Only those officers who apply for this training are included. Records are accessible by providing full name, social insurance number, rank, Military Occupation Code and year of application.
Class of Individuals: Canadian Forces officers who have made application.
Purpose: The purpose of this bank is to record the findings of an annual Selection Board convened to select officers from those who apply for post-graduate training.
Retention and Disposal Standards: Records are destroyed after three years.
PAC# = 69-014
Related to COR: DND/CSA-520
TBS Registration Number: 000185

DND/P-PE-817
University Training Plan (Officers) — Selection Board
Description: This bank contains Board proceedings and findings, letters of disposition to applicants and resulting posting instructions. Only officers who apply for this training are included. Records are accessible by providing full name, social insurance number, rank, Military Occupation Code and year of application.
Class of Individuals: Canadian Forces officers who have made application.
Purpose: The purpose of this bank is to record the findings of an annual Selection Board convened to select Regular Force officers who apply for training under the University Training Plan (Officers).
Retention and Disposal Standards: Records are destroyed after three years.
PAC# = 69-014
Related to COR: DND/CSA-520
TBS Registration Number: 000186

DND/P-PE-818
Military Medical Training Plan — Selection Board
Description: This bank contains Board proceedings and findings, letters of disposition to applicants and resulting posting instructions. Only officers who apply for this training are included. Records are accessible by providing full name, social insurance number, rank, Military Occupation Code and year of application.
Class of Individuals: Canadian Forces officers who have made application.
Purpose: The purpose of this bank is to record the findings of an annual Selection Board convened to select officers who apply for training under the Military Medical Training Plan.
Retention and Disposal Standards: Records are retained for statistical purposes for three calendar years and then destroyed.
PAC# = 69-014
Related to COR: DND/CSA-520
TBS Registration Number: 000187

DND/P-PE-819
Military Legal Training Plan — Selection Board
Description: This bank contains the findings of the Board, letters of disposition to each applicant and the subsequent posting messages. Only officers who apply for this training are included. Records are accessible by providing full name, social insurance number, rank, Military Occupation Code and year of application.
Class of Individuals: Canadian Forces officers who have made application.
Purpose: The purpose of this bank is to record the findings of an annual Selection Board convened to select officers who apply for training under the Military Legal Training Plan.
Retention and Disposal Standards: Records are retained for statistical purposes for three calendar years and then destroyed.
PAC# = 69-014
Related to COR: DND/CSA-520
TBS Registration Number: 000188

DND/P-PE-820
Military Dental Training Plan Selection Board
Description: This bank contains Board proceedings and findings, letters of disposition to applicants and resulting posting instructions. Records are accessible by providing full name, social insurance number, rank, Military Occupation Code and year of application.
Class of Individuals: Canadian Forces officers who have made application.
Purpose: The purpose of this bank is to record the findings of an annual Selection Board convened to select officers for training under the Military Dental Training Plan.
Retention and Disposal Standards: Records are retained for statistical purposes for three calendar years and then destroyed.
PAC# = 69-014
Related to COR: DND/CSA-520
TBS Registration Number: 000189

DND/P-PE-821
Canadian Forces Command and Staff College Selection Board
Description: This bank contains lists of officers selected, the selection criteria used in the current year and the findings of the Board. Records are accessible by providing full name, social insurance number, rank, Military Occupation Code and year of the particular board.
Class of Individuals: Canadian Forces officers.
Purpose: The purpose of this bank is to record the findings of an annual Selection Board convened to select officers to attend Command and Staff College.
Retention and Disposal Standards: Records are retained for three years for statistical purposes and then passed to National Personnel Record Centre, Public Archives Canada where they are placed in data bank PAC/P-CE-716.
PAC# = 69-014
Related to COR: DND/CSA-520
TBS Registration Number: 000190

DND/P-PE-822
University Training Plan (Non-Commissioned Members) — Selection Board
Description: This bank contains Selection Board proceedings and findings and notification of findings to candidates who have applied to participate in the program. Individuals identified are from other ranks who have applied to participate in the program. Records are accessible by providing full name, social insurance number, rank, Military Occupation Code and year of application.

Class of Individuals: Military non-commissioned members who have made an application.
Purpose: This bank records the recommendations of the annual University Training Plan (NCMs) Selection Board.
Retention and Disposal Standards: Records are destroyed after three years.
PAC# = 69-014
Related to COR: DND/CSA-520
TBS Registration Number: 000191

DND/P-PE-823
Military Honours and Awards
Description: This bank contains records pertaining to military honours and awards and certain limited military ceremonies, ceremonies concerning ships, buildings, royalty, Governor General, freedom of cities, and related activities such as unit commemorative event. Records are accessible by providing full name, social insurance number, date of birth, rank and Military Occupation Code, date and event concerned.
Class of Individuals: Members of the Canadian Forces and civilian employees of National Defence.
Purpose: The purpose of this bank is to establish and maintain a record of honours and awards accorded to members of the Canadian Forces and of certain limited Department of National Defence ceremonial activities, primarily of a military nature
Retention and Disposal Standards: Records are retained for five calendar years and then transferred to Public Archives Canada where they are placed in data bank PAC/P-CE-716.
PAC# = 69-014
Related to COR: DND/DOC-420; DND/DOC-445
TBS Registration Number: 000192

DND/P-PE-825
Suggestion Award Program
Description: This bank contains rules and regulations governing the Suggestion Award Program, documents on the administration of suggestions, personal information from individuals and statistical data. Records are accessible by providing full name, social insurance number, and date of suggestion and/or award.
Class of Individuals: Military personnel and civilian employees of National Defence.
Purpose: The purpose and use of this bank is to govern and control the National Defence Suggestion Award Program and its participating organization.
Retention and Disposal Standards: Accepted suggestions which result in awards under $1,000 are destroyed after three calendar years and suggestions which result in awards of over $1,000 are destroyed after five calendar years. Rejected suggestions are destroyed after three calendar years.
PAC# = 69-014
Related to COR: DND/ESD-045
TBS Registration Number: 000194

DND/P-PE-826
Merit Award Program
Description: This bank contains rules and regulations governing the Merit Award Program, personal data of nominees, minutes of meetings, statistics and employee employment records. Records are accessible by providing full name, social insurance number, date of birth, rank, Military Occupation Code and date of nomination and/or award.
Class of Individuals: Military personnel and civilian employees of National Defence.
Purpose: The purpose of this bank is to administer the Department of National Defence Merit Award Program. The bank is used to process Merit Award nominations for consideration by the Department of National Defence Merit Award Committee and Incentive Award Board.
Retention and Disposal Standards: Records are destroyed after three calendar years.
PAC# = 69-014
Related to COR: DND/ESD-045
TBS Registration Number: 000195

DND/P-PE-827
Information Services
Description: This bank contains biographical information on senior military and civilian officials within the Department of National Defence. Records are accessible by providing full name, social insurance number, date of birth, rank, and Military Occupation Code.
Class of Individuals: Senior military and civilian officials of the Department of National Defence.
Purpose: Information was compiled and obtained for internal and external use by Public Affairs Officers in the performance of their duties.
Retention and Disposal Standards: Records are held until retirement and are then placed in DND/P-PE-837.
PAC# = 69-014
Related to COR: DND/ISD-065
TBS Registration Number: 000196

DND/P-PE-828
General Administration and Management
Description: The bank contains comments on Department of National Defence general administrative proposals, studies, courses and decisions taken thereon for members of the Canadian Forces and civilian employees. Records are accessible by providing full name, social insurance number, date of birth, rank and Military Occupation Code.
Class of Individuals: Members of the Canadian Forces and civilian employees of the Department of National Defence.
Purpose: The purpose and use of this bank is to maintain correspondence pertaining to general administration.
Retention and Disposal Standards: Records are destroyed after five calendar years.
PAC# = 69-014
Related to COR: DND/ESD-055
TBS Registration Number: 000197

DND/P-PE-829
General Safety Management Information System (GSMIS)
Description: Coded data includes nature of injuries, type and causes of each accident. Records are accessible by providing Unit Identification Code (UIC), social insurance number and date of accident. It does not include accident data on the various Department of National Defence specialist safety program reports.
Class of Individuals: Members of the Canadian Forces and civilian employees of the Department of National Defence.
Purpose: The purpose of this automated data bank is to compile data on accidents involving injury to military and civilian Department of National Defence personnel or property damage exceeding $500. The data is used by all management levels to provide analytical basis for decisions on loss control measures, training requirements, equipment safety matters and safety program direction.
Retention and Disposal Standards: Records are retained indefinitely.
PAC# = 69-014
Related to COR: DND/GSD-100
TBS Registration Number: 000198

DND/P-PE-830

Minutes of Proceedings of Court Martial

Description: The minutes of proceedings of a court martial are prepared pursuant to Section 174 of the *National Defence Act*, and are a verbatim record of all testimonies, pleadings, decisions, findings and sentence of a court martial, including all exhibits in the form of documents. Records are accessible by providing year of court martial, full name, social insurance number, rank, and Military Occupation Code.
Class of Individuals: Members of the Canadian Forces, its civilian component serving abroad, and their dependants.
Purpose: These records are kept for purposes of appeal to the Court Martial Appeal Court and the Supreme Court of Canada and for administrative purposes, including appeals to the severity of the sentence and review by the Judge Advocate General.
Retention and Disposal Standards: Records are destroyed after ten calendar years.
PAC# = 69-014
Related to COR: DND/JAG-035
TBS Registration Number: 000199

DND/P-PE-831

Military Personnel — Grievance File

Description: This bank constitutes a record of applications for redress of grievances submitted and the decisions made in respect of those grievances. Records are filed in accordance with social insurance number, name, rank, Military Occupation Code and year of grievance.
Class of Individuals: Members of the Canadian Forces.
Purpose: The purpose of this bank is to record applications for redress of grievances submitted in accordance with Regulations and Orders made pursuant to the *National Defence Act* and also to record the decision made in respect of those grievances.
Retention and Disposal Standards: The files are destroyed after five years.
PAC# = 69-014
TBS Registration Number: 000200

DND/P-PE-832

Boards of Inquiry/Summary Investigations

Description: The bank contains a record of the terms of reference of such inquiries, and the evidence, findings and recommendations of Boards of Inquiry or of the investigating officer. Records are filed in accordance with social insurance number, name, rank, Military Occupation Code and year of incident.
Class of Individuals: Members of the Canadian Forces.
Purpose: This bank is a record of investigations convened or ordered by authorities appointed by Regulations and Orders. Investigations may be convened Or ordered to investigate any matter connected with the government, discipline, administration or functions of the Canadian Forces, or any command, formation, base or other unit or element thereof, or of any matter affecting any member of the Canadian Forces. The content of the bank is used to establish cause and liability/responsibility and as a basis upon which appropriate remedial action may be taken.
Retention and Disposal Standards: The files are retained for three calendar years. Injury investigations are held until the members are released from the Canadian Forces and are then transferred to the National Personal Records Centre, Public Archives Canada. Death investigations are held until all necessary administrative action has been completed and they are then transferred to the National Personal Records Centre. Records are placed in data bank PAC/P-CE-716 or PAC/P-CE-717.
PAC# = 69-014
TBS Registration Number: 000201

DND/P-PE-833

Complaints and Irregularities

Description: This bank contains investigation reports and any subsequent action for military personnel and civilian employees of National Defence. Records are accessible by providing full name, social insurance number, date of birth, rank and Military Occupation Code.
Class of Individuals: Members of the Canadian Forces and civilian employees of National Defence.
Purpose: This bank serves as a record of complaints and irregularities relating to personnel employed by National Defence, and follow-up staff action.
Retention and Disposal Standards: Records are destroyed after three calendar years.
PAC# = 69-014
TBS Registration Number: 000202

DND/P-PE-834

Personnel Security Investigation File

Description: This bank contains investigative reports and closely related material, including Security Clearance Review Board documentation. Records are filed by social insurance number.
Class of Individuals: Current and former members of the Canadian Forces and civilian employees of the Department of National Defence.
Purpose: The purpose of this bank is to maintain investigative documentation necessary to assess a subject's loyalty and reliability to Canada from a departmental security clearance viewpoint in order to grant access to classified material.
Retention and Disposal Standards: Records are retained until the individual reaches the age of sixty-five and are then destroyed.
PAC# = 69-014
TBS Registration Number: 001782

DND/P-PE-835

Military Police Investigation Case Files — Category I

Description: This bank contains personal information on individuals who have been involved in an incident or a criminal or security offence investigated by the Military Police. This bank also records the findings of authorized investigations. The bank consists of investigation and occurrence reports, written statements, record books, documentary exhibits, photographs, index cards, lists of evidence, telegrams containing investigative information, civil and military court documents and related correspondence. Persons are identified by social insurance number, name and initials; the report in which they are mentioned is identified by the assigned investigation crime file index number, the type of incident or offence and the date of its occurrence. Information in this bank may be maintained on paper as well as on microfilm and in automated form. This bank is designated by the Governor-in-Council as an exempt personal information bank pursuant to Section 18(1) of the *Privacy Act* on the basis of Section 22 of the Act.
Class of Individuals: Members of the Canadian Forces and civilian employees of National Defence.
Purpose: This information is used by departmental authorities for personnel administration, disciplinary measures, and for security and reliability screening as well as for research, planning, evaluation and statistical purposes. This information is used by accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally.
Retention and Disposal Standards: The records in this bank are destroyed after 50 calendar years, however, they may be retained for a longer period if judged to be of archival value or if deemed to be of historical value to the Department of National Defence.
PAC# = 69-014
Exempt: Yes
Related to COR: DND/MIS-085
TBS Registration Number: 000203

DND/P-PE-862

Military Police Investigation Case Files - Category II (New)

Description: This bank contains personal information on individuals who have been involved in an incident or a criminal or security offence investigated by the Military Police. The military police reports contained in this information bank, while similar in structure and composition to those found in the DND/P-PE-835 Investigation Case File Bank, concern incidents of lesser sensitivity and generally contain personal information relevant only to the individual(s) who is/are the subject(s) of the report. This bank also records the findings of authorized investigations. The bank consists of investigation and occurrence reports, written statements, record books, documentary exhibits, photographs, index cards, lists of evidence, telegrams containing investigative information, civil and military court documents and related correspondence. Persons are identifed by a social insurance number, name and initials, and the report in which they are mentioned is identified by the assigned file index number for the investigation, the type of incident or offence and the date of its occurence. Information in this bank may be maintained on paper documents as well as on micro film and in automated form.

Class of Individuals: Members of the Canadian Forces and civilian employees of Department of National Defence.

Purpose: This information is used by Departmental authorities for personnel administration, disciplinary measures, and for security and reliability screening, as well as for research, planning, evaluation and statistical purposes. This information is used by accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally.

Retention and Disposal Standards: The records in this bank are destroyed after fifty calender years, however, they may be of retained for a longer period if judged to be archival value or if deemed to be of historical value to the Department of National Defence.

PAC# = 69-014

TBS Registration Number: 001766

DND/P-PE-863

Service Prison and Detention Barrack Records (New)

Description: This bank contains records respecting persons who have been incarcerated in military service prisons and detention barracks. The records are completed and used by custodial staffs for administration and control purposes during the incarceration of a person serving a sentence. Included among these records are those which concern admission, discipline, maintenance of personal property, sentence remission and discharge. Boards are accessible by providing social insurance number, name, detention identification number, place and dates of incarceration.

Class of Individuals: Individuals who are or have been incarcerated in military service prisons and detention barracks.

Purpose: The purpose of this bank is to control the administration and legal documents respecting an individual's incarceration, record any displinary measures taken, ensure adherence to policies and procedures respecting the administration of an inmate's incarceration, plus assist in the calcuation of, and the decision making process respecting the number of days remission earned by an inmate.

Retention and Disposal Standards: Documents in this information bank are destroyed three years following their last administrative use.

PAC# = 69-014

TBS Registration Number: 001765

DND/P-PE-836

Unit Military Personnel Bank

Description: This bank contains enrolment documents, birth certificates, marriage certificates, separation agreements, divorce orders (nisi and absolute), course reports, conduct sheets, general employment information, and documentation concerning compulsory payments. Records which have not been superseded and which have been relevant to personnel management are retained for the duration of the member's career. Other records are purged. Records are accessible by providing full name, social insurance number, rank, and Military Occupation Code.

Class of Individuals: Members of the Canadian Forces (Regular and Reserve).

Purpose: The purpose of this bank is to maintain a travelling copy of personnel records for all personnel on strength from enrolment to release.

Retention and Disposal Standards: One year after a member's release from the Canadian Forces records are transferred to the National Personnel Records Centre (NPRC), Public Archives Canada. Reserve force records are transferred to NPRC three years after release. Records are placed in data bank PAC/P-CE-716.

PAC# = 69-014

Related to COR: DND/CSA-520

TBS Registration Number: 000204

DND/P-PE-837

Confidential Personal File (Officers/Non-Commissioned Members)

Description: This bank contains copies of correspondence and documents relating to an individual's career, for example: enrolment; previous service; career resumé; educational certificates/reports of academic achievements; Canadian Forces Course Reports; language proficiency data; letters of reference; course joining instructions; consent to serve forms; current statements of service; posting/temporary duty messages; promotion; re-engagement (and career development plans); Decorations; remuster; leave preference at compulsory retirement age; retirement option; notice of intended release; release instructions and personal enquiries; medical documentation such as Career Medical Review Board referral forms/disposition slips; reports of injuries; and Change of Medical Category form CF 2088; documentation regarding security/Human Reliability Program (HRP) clearance; Counselling and Probation; Conduct Sheets; Civil Convictions (except those for which pardons have been granted); results of court martial; requests for special consideration; Personnel Selection Office, reports; Regional Social Work Officer reports; and requests for compassionate posting. Combat Arms Military Occupations trades may have additional documentation such as Statements of Understanding; regimental rebadging; Land Operations Trade Reassignment Program (LOTRP) applications and approvals; Delegated Authority; promotion recommendations and approvals; and Screenings for Overseas duty and/or Instructional/Recruiting duty; uniform selection; regimental affiliation (if applicable); Naval Home Port Division affiliation (if applicable); Career Board decisions and recommendations. Records are accessible by providing full name, social insurance number, rank, Military Occupation Code and date of release, if applicable.

Class of Individuals: Members of the Regular and Class C Reserve components of the Canadian Forces.

Purpose: The purpose of this bank is to maintain a record of significant information regarding the service of members from enrolment to retirement. The Confidential Personal File is used by Career Managers in personnel career planning.

Retention and Disposal Standards: Records are deposited with Public Archives Canada, National Personnel Record Centre one year after an individual ceases to be a serving member of the Canadian Forces. They are placed in data bank PAC/P-CE-718.

PAC# = 69-014

Related to COR: DND/CSA-520

TBS Registration Number: 000205

DND/P-PE-838

Performance Evaluation Report File

Description: This bank contains Performance Evaluation Reports, course reports and, if applicable, biographical sketches, photograph, records of flying time, letters of recommendation and awards. Records are accessible by providing full name, social insurance number, rank, Military Occupation Code and date of release if applicable.

Class of Individuals: Members of the Regular Force and members of the Reserve Force on Class C service.

Purpose: The purpose of this bank is to maintain a record of performance on the job. The bank is used to determine on a continuing basis the relative merit/suitability of members for promotion, training, retention, release, and other management administrative decisions.

Retention and Disposal Standards: Records are retained for one year after the individual's release and are then transferred to Public Archives Canada where they are placed in data bank PAC/P-CE-720.

PAC# = 69-014

Related to COR: DND/CSA-520

TBS Registration Number: 000206

DND/P-PE-839

Corps/Squadron Cadet Personnel Files

Description: This bank contains form CF 1158 — Application for Membership in the Cadet Organizations, form CF 910 — Canadian Forces Statement of Medical Fitness Cadet Applicant, form CF 1364 — Sea/Army Air Cadet Course Report, records of appointment, promotion, training programs qualification courses and cruises. Records are accessible by providing full name, date of birth, social insurance number, Corps/Squadron number, title, location.

Class of Individuals: Members of the Royal Canadian Sea/Army/Air Cadets and the Canadian Cadet Organizations.

Purpose: The purpose of this bank is to maintain information on members of the Royal Canadian Sea/Army/Air Cadets of the Canadian Cadet Organization as defined in QR (Cadets), from enrolment through to release. The personnel file is used for career management of members.

Retention and Disposal Standards: Records are retained by Corps/Squadron for three years from date of release and are then destroyed.

PAC# = 69-014

Related to COR: DND/RCS-340

TBS Registration Number: 000207

DND/P-PE-840

Officers Merit Board Listings

Description: The information contained in the Merit Board report includes a list of officers in order of merit and the following information pertaining to each officer: social insurance number; name; initials; score; engagement type; National Representative Group; sub-classification; age; sex; current rank; seniority date; promotion zone entry date; non-effective strength date and remarks. Where applicable, the Merit Board Report also contains personal information in the form of findings and recommendations of the Board. Also contained in this bank are the Indefinite Period of Service (IPS) offers and acceptance or rejection (as applicable). Records are accessible by providing full name, social insurance number, rank for each year covered by the request including date of promotion to each rank; current Military Occupation Code (MOC); previous MOC(s). (if applicable); date of MOC transfer (if applicable); commencement date of any period of extension of service (if applicable) and dates of release and re-enrolment (if applicable).

Class of Individuals: Officers in the Canadian Forces.

Purpose: The purpose of this bank is to record the personal information and the officers' merit listings resulting from the deliberations of Officer Merit Boards. These 25 Boards are convened annually to rate officers in order of merit as a result of assessing each officer's performance and potential. The personal information and merit listings are used to select officers for promotion to the next higher rank, for attendance on courses, to determine suitability for employment and to effect conversion of terms of service.

Retention and Disposal Standards: Records maintained since 1978 are used for the promotion year to which they apply and are then retained 20 years for statistical purposes and then destroyed.

PAC# = 69-014

Related to COR: DND/CSA-520

TBS Registration Number: 000208

DND/P-PE-841

Non-Commissioned Members Merit Board Listings

Description: The information in this bank includes for each individual only: social insurance number; rank; surname and initials; Military Occupation Code trade; National Representation group; second language; seniority; enrolment; birth and release dates; sex; merit score; rank qualification and time in rank. Records are used for the promotion year to which the apply. Records are accessible by providing social insurance number, rank, name and surname, or former surname (if applicable), Military Occupation Code or previous Military Occupation Code(s) (if applicable) and year of promotion.

Class of Individuals: Non-Commissioned Members of the ranks of Corporal to Master Warrant Officer, inclusive; rank of Chief Warrant Officer, up to the year 1986 only.

Purpose: The purpose of this bank is to record the Non-Commissioned Members merit listings resulting from the deliberations of the Non-Commissioned Members Merit Board convened annually to rate Non-Commissioned Members based on merit as a result of assessing each individual as to performances and potential. The merit listings are employed to select individuals for promotion to the next higher rank, attendance on courses, university training, specialized employment and conversion of terms of service.

Retention and Disposal Standards: Since 1979, the records are retained for 20 years for statistical purposes and then destroyed.

PAC# = 69-014

Related to COR: DND/CSA-520

TBS Registration Number: 000209

DND/P-PE-842

Personnel Files — Training

Description: The files contain personnel particulars, records of performance during the course and records regarding personal behaviour and appearance. Records are accessible by providing full name, social insurance number, rank, Military Occupation Code, course attended and school where course was taken.

Class of Individuals: Members of the Canadian Forces.

Purpose: The purpose of this bank is to maintain files on all personnel undergoing individual training at Canadian Forces Schools other than Military Colleges and Staff Colleges. Files enable the school to have information regarding the candidate and to collect pertinent information used by the school staff to counsel and prepare the final course reports on the students.

Retention and Disposal Standards: Records are destroyed after one year as the information is incorporated into a formal course report which is retained in the member's performance evaluation report file (DND/P-PE-838) for the duration of the individual's career. Exceptions to this are the files of officer candidates at Canadian Forces Officer Candidate School, Chilliwack, where the files are maintained for three months and then forwarded to the regional office of the Public Archives where they are held for three years in data bank PAC/P-CE-716.

PAC# = 69-014

Related to COR: DND/RET-370

TBS Registration Number: 000210

DND/P-PE-843

Command and Staff Course Student Files

Description: The bank contains autobiographies; personal and administrative histories; assessments and gradings of written and spoken assignments; assessments of performance during specific tutorial discussions; periodic overall performance assessments and a record of all formal interviews with the student. Records are accessible by providing social insurance number, rank and full name.

Class of Individuals: Officers of the Canadian Forces, visiting foreign and allied officers.

Purpose: The purpose of this bank is to maintain a temporary file record of the observed performance of Canadian Forces officers and visiting foreign and Allied officers who attend the yearly ten-month-long Command and staff course. The bank is used to provide documented justification for the content of each student's formal course assessment.

Retention and Disposal Standards: Records are destroyed after one year.

PAC# = 69-014

Related to COR: DND/RET-370

TBS Registration Number: 000211

DND/P-PE-844

Academic Records — Officers/Officer Cadets

Description: The bank contains academic results achieved by the subject during each year of attendance. They are kept by the College registrar. Records are accessible by providing the full name, social insurance number and/or college number and the year(s) in attendance at the Canadian Military College.

Class of Individuals: Officers and Officer Cadets who are attending, or have attended a Canadian Military College.

Purpose: The purpose of this bank is to maintain a record of academic results for Officers and Officer Cadets who are attending or have attended a Canadian Military College (MC). Files are used for administrative and statistical purposes and cover approximately 1 500 members annually.

Retention and Disposal Standards: Records are maintained indefinitely for historical purposes.

PAC# = 69-014

Related to COR: DND/RET-370

TBS Registration Number: 000212

DND/P-PE-845

Squadron Personal File — Officer Cadets

Description: The Squadron Personal File contains reports of academic and military training; achievements; awards; counselling sessions; notes from academic advisors; administrative and disciplinary decisions. Royal Military College, College Militaire Royale and Royal Roads Military College files are accessible by providing the full name, social insurance number and/or college number and the year(s) in attendance at the Canadian Military College. Files are accessible upon proper identification while the student is in attendance.

Class of Individuals: Officer cadets attending a Canadian Military College.

Purpose: The purpose of this bank is to maintain a record of military and academic progress/achievement for officer cadets attending a Canadian Military College. Files are used daily by Squadron Commanders and cover approximately 1 500 members on a continuous basis.

Retention and Disposal Standards: Records are maintained for two years after graduation and then destroyed.

PAC# = 69-014

Related to COR: DND/RET-370

TBS Registration Number: 000213

DND/P-PE-850

Special Commissioning Plan — Selection Board

Description: The bank contains the Board findings and the resulting selection/non-selection messages. Records are accessible by providing full name, social insurance number, rank, Military Occupation Code and date of application.

Class of Individuals: Non-Commissioned Members of the Canadian Forces.

Purpose: The purpose of this bank is to record the findings of a standing Selection Board established to select candidates to be commissioned under the Special Commissioning Plan.

Retention and Disposal Standards: For statistical purposes records are kept for 20 calendar years and then destroyed.

PAC# = 69-014

Related to COR: DND/CSA-520

TBS Registration Number: 000214

DND/P-PE-851

Commissioning from the Ranks Plan — Selection Board

Description: The bank contains Selection Board Proceedings and findings, and notifications of findings to candidates. Records are accessible by providing full name, social insurance number, rank, Military Occupation Code and year of nomination.

Class of Individuals: Non-Commissioned Members of the Canadian Forces who have been nominated for commissioning.

Purpose: The purpose of this bank is to record the findings of an annual Selection Board convened to select candidates to be commissioned under the Commissioning from the Ranks plan.

Retention and Disposal Standards: Board reports are retained for 20 calendar years for statistical purposes and then destroyed. The candidates' notification of Board findings is destroyed after two calendar years.

PAC# = 69-014

Related to COR: DND/CSA-520

TBS Registration Number: 000215

DND/P-PE-852

Limited Duty Officer — Selection Board

Description: The bank contains findings of the Boards for 1981, 1982 and 1983 only, along with resulting selection/non-selection messages. Records are accessible by providing full name, social insurance number, rank, Military Occupation Code, and year of nominations.

Class of Individuals: Non-Commissioned Members of the Canadian Forces nominated to participate in the program.

Purpose: The purpose of this bank is to record the findings of an annual selection board convened to select candidates to be commissioned under the Limited Duty Officer program. This program was suspended in 1983.

Retention and Disposal Standards: Records are retained for five calendar years for statistical purposes and then destroyed.

PAC# = 69-014

Related to COR: DND/CSA-520

TBS Registration Number: 000216

DND/P-PE-853

Officer Candidate Training Plan — Selection Board

Description: The bank contains Selection Board Proceedings and findings and notifications to applicants of Board findings. Records are accessible by providing full name, social insurance number, rank, Military Occupation Code and year of application.

Class of Individuals: Non-Commissioned Members of the Canadian Forces who have applied for commissioning under this program.

Purpose: The purpose of this bank is to record the findings of an annual Selection Board convened to select candidates to be trained under the Officer Candidate Training Plan (Military).

Retention and Disposal Standards: Board records are retained for 20

calendar years for statistical purposes and then destroyed. Selection/non-selection messages are destroyed after two calendar years.
PAC# = 69-014
Related to COR: DND/CSA-520
TBS Registration Number: 000217

DND/P-PE-854
Request from and Disclosures to Investigative Bodies
Description: The bank maintains a record of all requests submitted by investigative bodies as listed in Schedule II of the Privacy Regulations, to the Department of National Defence, under Section 8(2)(e) of the *Privacy Act*. Also contained in this bank are the replies to such requests and information related to their processing. Records are available by providing full name, social insurance number, rank and Military Occupation Code, if applicable.
Class of Individuals: Members of the Canadian Forces and civilian employees of National Defence.
Purpose: The purpose of this bank is to maintain a record of all requests submitted by investigative bodies, as listed in Schedule II of the Privacy Regulations, to the Department of National Defence under Section 8(2)(e) of the *Privacy Act*. The bank is used to report on the number of requests received annually under Section 8(2)(e) of the *Privacy Act* to the Privacy Commissioner.
Retention and Disposal Standards: Information is destroyed two years after date of last correspondence.
PAC# = 69-014
Related to COR: DND/PCA-610
TBS Registration Number: 000218

DND/P-PE-855
Headquarters Documents Microfile
Description: This bank contains data obtained upon enrolment/transfer to the Regular Forces, such as the name; social insurance number; religion; date and province of birth; citizenship; province of birth of parents; address on enrolment; language information; marital status on enrolment; sex and year of birth of dependant children; dependants' language of instruction preference; statements of Reserve Service; proof of change of name; Oath or Affirmation on enrolment and statements of understanding. It also contains post-enrolment/transfer date information such as change of name, social insurance number, and initials. Records are retrievable by social insurance number.
Class of Individuals: Members of the Canadian Forces.
Purpose: The purpose of the manual microfile is to provide a support service to those engaged in personnel management or personnel administration of Canadian Forces Regular Force personnel.
Retention and Disposal Standards: Records are retained for approximately one year after release from the Canadian Forces and then transferred to the National Personnel Records Centre, Public Archives of Canada where they are placed in data bank PAC/P-CE-718.
PAC# = 69-014
Related to COR: DND/PCA-625
TBS Registration Number: 000219

DND/P-PE-856
Judge Advocate General's Files/Service Estates
Description: The file contains the report of the unit investigation into the service estate and the subsequent correspondence with the unit on the collection and distribution of the assets of the estate. It also contains the record of correspondence with the beneficiary named in the deceased's Will or as required the correspondence with the executor/administrator or the solicitor acting for the estate. Additionally, the file contains the financial records of the cash assets of the estate and information on the disposal of the cash assets and personal effects. Records are accessible by providing full name, social insurance number and date of death.
Class of Individuals: Deceased members of the Regular Force and members of the Reserve Force who were serving on Class "B" or "C" service.
Purpose: The purpose of this bank is to document the action taken to administer the service estates of deceased members of the Canadian Forces. The files are limited to the service estates of deceased members of the Regular Force and members of the Reserve Force who were Serving on Class B or C Reserve Service.
Retention and Disposal Standards: The files are held until all necessary action has been taken by the Estates Officer and are then transferred to the National Personnel Records Centre, Public Archives Canada where they are placed in data bank PAC/P-CE-716.
PAC# = 69-014
Related to COR: DND/JAG-015
TBS Registration Number: 000220

DND/P-PE-857
Provision of Legal Aid to Members of the Canadian Forces
Description: The file normally contains an outline of the legal problem involved and the advice given or action taken with respect to the problem. For the most part, the records in this file are limited to cases where an interview has been conducted with the member seeking legal advice. Records are accessible by providing full name, social insurance number and location of the interview.
Class of Individuals: Members of the Canadian Forces and U.S. military personnel serving in Canada.
Purpose: The purpose of this bank is to document the provision of personal legal advice by legal officers of the Canadian Forces and U.S. military personnel serving in Canada.
Retention and Disposal Standards: The files are destroyed after two years.
PAC# = 69-014
Related to COR: DND/JAG-015
TBS Registration Number: 000221

DND/P-PE-858
Pay Records File
Description: The bank contains, for every individual who is serving or has served in the Armed Forces for the last 40 years, their pay and allowances entitlements; deductions such as Income Tax; Pension contributions; CPP and UIC contributions; hospital and medical plan and acquittance roll payments; and third party pay allotments, including documentation concerning compulsory payments. Records are accessible by providing social insurance number and full name.
Class of Individuals: Members of the Canadian Forces (Regular) and personnel on Class C Reserve service.
Purpose: The purpose of this bank is to record the individual pay records for members of the Canadian Forces (Regular) and personnel on Class C reserve service. This bank enables the Central Computation Pay System (CCPS) to determine and record pay entitlements and applicable deductions. This information may be used for statistical research purposes and for planning, implementing and evaluating government personnel policies relating to pay and allowances.
Retention and Disposal Standards: The Master Pay Records are microfilmed regularly and destroyed after 54 years.
PAC# = 69-014
Related to COR: DND/FSB-765
TBS Registration Number: 000222

DND/P-PE-859
Pension File
Description: The bank contains proofs of prior service; pension election forms; copies of vital statistics of serving Canadian Forces members and their dependants; pension observations and correspondence concerning pensions. Records are accessible by providing social insurance number and full name.

Class of Individuals: Members of the Canadian Forces.
Purpose: The purpose of this file is to determine Superannuation benefits for members of the Canadian Forces (Regular) upon release. This information may be used for statistical research purposes and for planning, implementing and evaluating government personnel policies relating to pensions and superannuation.
Retention and Disposal Standards: Records are retained by Director Pay Services until the member is released at which time they are forwarded to the National Personnel Records Centre, Public Archives of Canada where they are placed in data bank PAC/P-CE-719.
PAC# = 69-014
Related to COR: DND/FSB-765
TBS Registration Number: 000223

DND/P-PE-861
Civilian Personnel Information System
Description: The Civilian Personnel Information System has two major data bases on Incumbents and Postings and two sub-systems on Training and Staff Relation Grievances. It contains data such as name; social insurance number; position and incumbent classification; date of birth; position number; geographic location; course titles and costs; grievance level status and decisions rendered. Civilian employees receive, twice yearly, a letter containing all of the data retained on their behalf on the training sub-system. Records are accessible by providing social insurance number, classification and unit.
Class of Individuals: Civilian employees of National Defence.
Purpose: The purpose of this system is to provide personnel information to departmental managers and personnel administrators in order to facilitate decision making on personnel matters. It is also used for replying to requests for specific personnel data on a controlled basis.
Retention and Disposal Standards: History tapes are retained for five years, then erased.
PAC# = 69-014
Related to COR: DND/PCA-625
TBS Registration Number: 000225

STANDARD BANKS

DND/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000226

DND/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000227

DND/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000228

DND/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

PAC# = 85-001

TBS Registration Number: 000229

DND/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.

PAC# = 85-001

TBS Registration Number: 000230

DND/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000231

DND/P-SE-907

Occupational Health and Safety

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in

government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 000232

DND/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000233

DND/P-SE-909
Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000234

DND/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000235

DND/P-SE-911
Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 000236

DND/P-SE-912
Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual

increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000237

DND/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 000238

DND/P-SE-914
Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 000239

DND/P-SE-915
Conflict of Interest and Post-Employment Code
Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Military members at the rank of Colonel and above and the incumbents of designated positions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000240

DND/P-SE-916
Employee Assistance
Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000241

DND/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 000242

DND/P-SE-918
Affirmative Action Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The

social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001

TBS Registration Number: 000243

DND/P-SE-919
Personal Harassment
Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.
PAC# = 85-001

TBS Registration Number: 000244

Deleted Personal Information Banks

DND/P-PE-805	Personnel — Recruiting and Selection
DND/P-PE-813	Welfare Bank
DND/P-PE-824	Official languages — Language Requirements — Civilians

NATIONAL ENERGY BOARD

Chapter 62

NATIONAL ENERGY BOARD

Overall Responsibilities

Under the *National Energy Board Act*, the Board has two principal responsibilities: to regulate specific matters concerning oil, gas, and electricity in the public interest, and to advise the government on the development and use of energy resources. The Board also has certain responsibilities under the *Energy Administration Act* and the *Northern Pipeline Act*.

Access Procedures

Please direct enquiries to

Secretary
National Energy Board
473 Albert Street
Room 1002
Ottawa, Ontario
K1A 0E5
Telephone: (613) 990-3167

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

NEB/P-PU-005
Interventions and Letters of Comment
Description: This bank contains the interventions and letters of comment filed with the Board by companies, public interest groups, and individuals who have participated in the Board's regulatory proceedings. All such documents are public and form part of the record of proceeding. Documents may be retrieved by providing the name of the application to which the document relates and the name of the participant.
Class of Individuals: Individuals who have participated in the regulatory proceedings of the National Energy Board.
Purpose: For consideration of these submissions by the Board in arriving at quasi-judicial decisions on applications before it.
Consistent Uses: To maintain a record of all interventions and letters of comment filed with the National Energy Board, relating to any applications. Disclosure is on request because all these documents are public. There is no linkage or matching.
Retention and Disposal Standards: Five years after the removal or abandonment of pipeline or international power line, or the authorization of the export of gas, oil or electricity to which the documents relate. On expiry of retention period, files are passed to Public Archives Canada for selective retention.
PAC# = 79-003
Related to COR: NEB/SSB-085
TBS Registration Number: 000748

NEB/P-PU-010
Applications for Employment
Description: This bank contains all applications received requesting employment with the National Energy Board. The files include completed application forms, letters and curriculum vitae of persons interested in working with the Board. Access to this bank requires a name and the year in which the application was submitted.
Class of Individuals: All applicants for employment.
Purpose: For screening whenever openings become available.
Consistent Uses: To store employment applications for future reference. Disclosure is on request to the original applicant. Other enquirers are provided with statistics only. There is no linking or matching.
Retention and Disposal Standards: Documents are retained for one year.
PAC# = 78-001
TBS Registration Number: 000749

NEB/P-PU-015
Contracts
Description: This bank contains details of all contracts entered into by the National Energy Board (NEB) for the procurement of services, including personal services. The bank contains basic data such as education qualifications, work-related experience, termination dates, amount of fees paid, etc. Contracts awarded by the Department of Supply and Services on behalf of the Board are included.
Class of Individuals: Those who have provided the Board with services under contract.
Purpose: To make a decision on the selection of the most suitable candidate to fill specific requirements.
Consistent Uses: To record, retain and monitor all contracts. These records are also used during the auditing function. Disclosure is on request. There is no linkage or matching.
Retention and Disposal Standards: These files are retained for six years after completion and non-renewal of the contract.
PAC# = 78-001
TBS Registration Number: 000750

NEB/P-PU-020
Access Request Data Bank
Description: This bank contains the access request forms sent by individuals, the Board's replies and information relating to their processing.
Class of Individuals: All who submitted access reports.
Purpose: To respond to requests for information, submitted under the *Access to Information Act* and the *Privacy Act*.
Consistent Uses: To retain access requests and their replies for future reference, and to report on the number of access requests received annually. Disclosure is on request, but if the request is for someone other than the individual who sent in the original access form, that individual's name and personal data elements are deleted from the reply. There is no linkage or matching.
Retention and Disposal Standards: These records are retained for two years.
PAC# = 78-001
Related to COR: NEB/OOS-105
TBS Registration Number: 000751

Classes of Personal Information

Office of the Secretary Files

In the course of its programs and activities the National Energy Board may accumulate personal information which is not contained in the specific personal information banks listed in this entry. Such information may include an individual's name, address, telephone number, or opinion on a specific matter. These data are stored as part of the general subject files and the records are not normally retrievable by the name of the individual or other identifier.

Such personal information is provided by individuals in requesting publications, general information, funds for projects they are conducting, or in providing their comments or opinions on various topics.

To retrieve this type of personal information, the enquirer must state the specific subject matter of the correspondence, the name of the person, and the approximate date on which the correspondence was forwarded to the Board.

The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The following banks are located at headquarters. Formal requests under the *Privacy Act* should be directed to the address given above. For informal requests, contact the Director of the Personnel Branch for all banks except NEB/P-SE-913 (Director, Finance Branch) and NEB/P-SE-914 (Assistant Director, Administrative Support Services).

STANDARD BANKS

NEB/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

PAC# = 85-001

TBS Registration Number: 000752

NEB/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The bank provides a record of the information used in staffing positions in a government institution.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000753

NEB/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal

year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000754

NEB/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000755

NEB/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 000756

NEB/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000757

NEB/P-SE-907
Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 000758

NEB/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000759

NEB/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000760

NEB/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

PAC# = 85-001

TBS Registration Number: 000761

NEB/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000762

NEB/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 000763

NEB/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

PAC# = 85-001

TBS Registration Number: 000764

NEB/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

Class of Individuals: Employees of government institutions.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.

Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000765

NEB/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.

Consistent Uses: To support decisions regarding employee assistance measures.

Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000766

NEB/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Consistent Uses: To issue identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.

PAC# = 85-001

TBS Registration Number: 000767

NEB/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.

PAC# = 85-001

TBS Registration Number: 000768

NATIONAL FARM PRODUCTS MARKETING COUNCIL

Chapter 63

NATIONAL FARM PRODUCTS MARKETING COUNCIL

Overall Responsibilities

The National Farm Products Marketing Council is responsible for supervising the Canadian marketing agencies established under the *Farm Products Marketing Agencies Act*. The Council works with these agencies, provincial governments and marketing boards to promote an efficient and competitive industry for the products concerned. It is charged with protecting the interests of producers, processors and consumers.

Access Procedures

Please direct formal requests under the *Privacy Act* to the following address:

Chief, Administration
National Farm Products
Marketing Council
270 Albert Street
13th Floor, Martel Building
P.O. Box 3430
Postal Station D
Ottawa, Ontario
K1P 6L4

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

FPM/P-PU-005
Personal Service Contracts
Description: This bank maintains a record of personal service contracts awarded. The bank is comprised of case files which contain the contracts, description of duties, length of service, remuneration, any other approved terms and conditions deemed necessary and other related correspondence. It may also contain the curricula vitae and social insurance numbers of some individual contractors.
Class of Individuals: Consultants.
Purpose: Records are compiled for administration and financial reasons on all personal service contracts for proper control, accounting, substantiations and authority.
Consistent Uses: This bank is used for the award of personal service contracts and their controls.
Retention and Disposal Standards: Six fiscal years.
PAC# = 78-001
Related to COR: FPM/FPM-010
TBS Registration Number: 000475

FPM/P-PU-010
Private Sector Consultants
Description: This bank is a record of consultants and consulting firms from the private sector that have requested registration with the Council. The major use of information in the bank is for registration in order to be considered for work on consulting assignments. The data bank contains individual and/or firm names, addresses and areas of specialization.
Class of Individuals: Consultants.
Purpose: Records are compiled for general administration.
Consistent Uses: This bank is used for selection and awarding of personal service contracts.
Retention and Disposal Standards: Two years.
PAC# = 78-001
Related to COR: FPM/FPM-010
TBS Registration Number: 000476

FPM/P-PU-015
Access Requests Files
Description: This bank contains requests under the *Access to Information Act*, submitted by individuals or organizations to access records, the replies to such requests, and any other information relevant to the processing of the requests.
Class of Individuals: Individuals or organizations.
Purpose: Records are compiled to process access requests, and for research and statistical purposes.
Consistent Uses: This bank is used for reference and statistical purposes.
Retention and Disposal Standards: Two years.
PAC# = 78-001
Related to COR: FPM/FPM-010
TBS Registration Number: 000477

FPM/P-PU-020
Financial Records
Description: The purpose of this bank is to record program expenditures and revenues. It contains files on payments for travel and relocation, reimbursements for allowable charges and contractual agreements.
Class of Individuals: Employees of the Council.
Purpose: Records are compiled for the control and administration of the expenditures of the Council.
Consistent Uses: The bank is used for accounting, reference and statistical purposes.
Retention and Disposal Standards: Six fiscal years.
PAC# = 78-001
Related to COR: FPM/FPM-010
TBS Registration Number: 000478

FPM/P-PU-025
Applicants Inventory
Description: The purpose of this information bank is to maintain an inventory of candidates seeking employment with the National Farm Products Marketing Council. Applications come from within and outside the public service. The applications contain personal characteristics and histories describing the educational and working backgrounds of the applicants. Some applications also contain unsolicited performance appraisals.
Class of Individuals: Applicants.
Purpose: Records are maintained for general administration.
Consistent Uses: This bank is used for administrative purposes only.
Retention and Disposal Standards: Two years.
PAC# = 78-001
Related to COR: FPM/FPM-010
TBS Registration Number: 000479

FPM/P-PU-030
Expenditure Records
Description: This bank contains information to support payments made to the general public and government departments for the provision of goods and services to the Government of Canada.
Class of Individuals: Private companies and government departments.
Purpose: Supporting documentation for payment of accounts.
Consistent Uses: This bank is used for accounting, reference and statistical purposes.
Retention and Disposal Standards: Six fiscal years.
PAC# = 78-001
Related to COR: FPM/FPM-010
TBS Registration Number: 000480

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

STANDARD BANKS

Personal Information Banks of employees of the National Farm Products Marketing Council are found within Department of Agriculture standard banks.

NATIONAL FILM BOARD

Chapter 64

NATIONAL FILM BOARD

Background

The National Film Board (NFB) was established by an Act of Parliament on May 2, 1939, and revised in 1950. The NFB reports to the Minister of Communications. Its mandate is to produce and distribute Canadian film and video, as well as to promote their production and distribution.

Overall Responsibilities

The NFB's purpose is to make films which are distinctively Canadian. These films reflect the bilingual, multi-cultural and regional realities of this country and answer the social and cultural needs of its citizens. NFB productions are distributed on film and videocassette and are available through Canadian theatres, library collections and its own audio-visual centres. Across the country, NFB films are seen on broadcast and specialized television. The NFB also operates an International Commercial Service to sell and market its films abroad. Films are available through NFB offices or Canadian diplomatic spots abroad in 80 countries.

NFB films are produced by distinct English and French program branches which are also responsible for marketing their films to their respective English and French audiences. In the early 1970's NFB production began to decentralize its production studios and the ensuing years have seen production studios developed in Vancouver, Edmonton, Winnipeg, Toronto, Moncton, and Halifax, as well as in Montréal. There is a permanent creative staff in Montréal, though a large proportion of NFB films are made by freelance independent filmmakers. The NFB is a totally integrated production house. The average annual production of the NFB is approximately 100 original films and 50 versions and adaptions of existing films. The NFB produces versions of its films in up to 60 different languages for foreign distribution. The Technical Services Division also undertakes advanced technical research and development to further the art and technology of film and video.

The NFB also has a mandate to play an active role in training people in all aspects of filmmaking.

Organization

The board of trustees of the National Film Board is composed of the Canadian Government Film Commissioner — who is both the chairperson and chief executive officer of the NFB — and eight other members appointed by the Governor-in-Council, three of whom are selected from the Public Service of Canada or the Canadian Armed Forces and five from the public at large. The NFB is managed by the commissioner and by the directors of the English Programming Branch; the French Programming Branch; the Services Division; the Administration, Finance and Personnel Division; the Planning Directorate; and Communication Services.

The head office of the NFB is in Ottawa, while its operational headquarters are located in Montréal.

Access Procedures

Formal requests for access under the *Privacy Act* should be directed to

Access to Information and Privacy Co-ordinator
National Film Board
P.O. Box 6100, Station A
St. Laurent, Québec
H3C 3H5
Telephone: (514) 283-9248

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

STANDARD BANKS

NFB/P-SE-901
Employee Personnel Records
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In

cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000794

NFB/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000795

NFB/P-SE-907
Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 000796

NFB/P-SE-909
Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000797

NFB/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000798

NFB/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions

with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 000799

DEPARTMENT OF NATIONAL HEALTH AND WELFARE

Chapter 65

DEPARTMENT OF NATIONAL HEALTH AND WELFARE

Overall Responsibilities

The Department of National Health and Welfare is generally responsible for all matters relating to the promotion or preservation of the health, social security and social welfare of the people of Canada over which the Parliament of Canada has jurisdiction, and in particular for (1) the administration of Acts of Parliament relating to health, social security and welfare of the people of Canada, such as the *Food and Drugs Act, Narcotic Control Act, Family Allowance Act, Old Age Security Act*, Canada Pension Plan, Canada Assistance Plan, *Canada Health Act*, and others; (2) investigation and research into public health and welfare; (3) the inspection and medical care of immigrants and seamen, and the provision of medical services for, and in conjunction with, the Canadian Coast Guard Service; (4) the supervision of public health aspects of railway, water and all other forms of transportation; (5) the enforcement of regulations of the International Joint Commission relating to public health; (6) the promotion and conservation of the health of public servants and other government employees; (7) the collection, publication and distribution, subject to the provisions of the *Statistics Act*, of information relating to public health, improved sanitation, and social and industrial conditions affecting the health and lives of Canadians; and (8) co-operation with provincial authorities with a view to co-ordinating efforts made to preserve and improve the public health and to provide for the social security and welfare of the people of Canada. More detailed information on the operations of this Department is given in the federal Access to Information Register.

Access Procedures

The records of this Department are decentralized, and are maintained by the program managers in each branch or regional office. Any enquiries concerning the personal information banks in the following pages should be addressed to the appropriate access point indicated for each bank or group of banks.

The fifty public banks held by this Department are listed under the branch and directorate where they are maintained. Check the following list for the type of information you are seeking.

Medical Services Branch

- occupational health
- immigration examinations
- native health
- prosthetic services
- public service health
- civil aviation (see Department of Transport)

Health Protection Branch

- chemical exposures
- use of dangerous drugs
- disease control
- radiation protection

Health Services and Promotion Branch

- health promotion
- family planning
- health research

Income Security Programs Branch

- old age security
- family allowances
- Canada Pension Plan
- international agreements

Social Service Programs Branch

- national welfare grants
- Canada Assistance Plan
- vocational rehabilitation

Fitness and Amateur Sports Branch

- athlete assistance
- associations staffing
- research

Intergovernmental and International Affairs

- WHO fellowships

Public Affairs

- lifestyle awards

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Medical Services Branch

Enquiries concerning Medical Services Branch information banks should be addressed to the Regional Director in your area:

Yukon Region
Medical Services Branch
National Health and Welfare
Yukon Manor, 2 Hospital Road
Whitehorse, Yukon Territory
Y1A 3H8

Pacific Region
Medical Services Branch
National Health and Welfare
814 Richards Street, 4th Floor
Vancouver, British Columbia
V6B 3A9

Northwest Territories Region
Medical Services Branch
National Health and Welfare
Bag 7777
Yellowknife, Northwest Territories
X1A 2R3

Alberta Region
Medical Services Branch
National Health and Welfare
401 Toronto Dominion Tower
Edmonton Centre
Edmonton, Alberta
T5J 2Z1

Saskatchewan Region
Medical Services Branch
National Health and Welfare
1855 Smith Street
Regina, Saskatchewan
S4P 2N5

Manitoba Region
Medical Services Branch
National Health and Welfare
Room 500, 303 Main Street
Winnipeg, Manitoba
R3C 0H4

Québec Region
Medical Services Branch
National Health and Welfare
Guy Favreau Complex
200 Dorchester Blvd. West
Montréal, Québec
H2Z 1X4

Atlantic Region
Medical Services Branch
National Health and Welfare
Room 439, Ralston Building
1557 Hollis Street
Halifax, Nova Scotia
B3J 1V6

Ontario Region
Medical Services Branch
National Health and Welfare
Union Electric Building
370 Catherine Street
Ottawa, Ontario
K1A 0L3

Overseas and National Capital Region
Medical Services Branch
National Health and Welfare
2nd Floor, 301 Elgin Street
Ottawa, Ontario
K1A 0L3

Public Service Health

NHW/P-PU-005
Technical Support Files

This bank records the levels of various heavy metals in blood, hair, urine, and so on of individuals exposed. Data content includes test results for a wide variety of environmental and occupational hazards such as dust, mercury, cadmium, arsenic and lead. Exposed native populations and federal government employees are identified. The bank is used to monitor the health of and keep records for exposed individuals. Information is retained for ten years. Upon expiry of the retention period the technical support files are either destroyed or transferred on selective retention to the Public Archives where they are retained permanently. Enquiries from native persons should provide a band number, if applicable; and all enquirers involved in contaminant studies should provide their date of birth, community where resident and community where tested.

Immigration

NHW/P-PU-010
Immigration Medical Records

This information bank includes chest X-rays for TB screening; original records of medical examination findings for determining medical admissibility of a prospective immigrant; reports concerning medical examinations, medical history and hospital admissions; cumulative records of totals by month and year of number of persons examined; and a summary of examination results. The bank is used to determine the medical status of immigrants. Otherwise, its use is restricted to providing the person's physician with supportive individual records in the bank, with the person's consent, and to providing information to any level of government in the interest of Canadian public health. Persons who were given the immigration medical outside Canada, or in Saskatchewan, or in the Ottawa-Hull area should address enquiries to the Regional Director, Overseas and National Capital Region; all others to the Regional Director nearest to the place where they were medically examined. (as accurate as possible) and place of the immigration medical examination should be provided as well as the location of the Canadian Immigration Office that issued the visa. Records are retained according to the various assessment categories. Upon expiry of the retention period the medical files are either destroyed or transferred on selective retention to the Public Archives where they are retained permanently.

Indian Health

NHW/P-PU-015
Federal Hospital Files

The Department operates several hospitals in Canada to provide direct hospital care for the Indian and Inuit population of Canada as well as for the population in the north. Each hospital maintains a medical records department responsible for the collective records maintained on patients of the hospital. Records may be used, as well, for epidemiological studies. The patient file includes admission and separation records, medical history, lab., X-ray, and other diagnostic services, requisitions and reports, doctor's orders, nursing notes, accounting statements, operating room reports, social services, pharmacy, and other patient treatment and services records. The records are accessible through the hospital administration or superintendent. Records are retained for 25 years after the last entry in the file, provided that before such records are destroyed, a case summary will be made and retained for two years after death. The name and date, and location of the hospital where treatment was given are to be provided on the Record Access Request Form. Information is exchanged with provincial health facilities, provincial medical insurance plans, and municipal and provincial health and welfare agencies.

NHW/P-PU-020
Federal Nursing Stations and Health Centres Files

The Department operates a large number of nursing stations and health centres in Canada, many of which are in remote areas. These facilities are staffed by nurses and offer basic treatment and preventive nursing services to the local Indian and Inuit population and others. Their patient records identify their patients and provide basic reporting on the medical reason for receiving care and the nursing care procedures provided. There are over 200 such facilities in

Canada. Records are retained for 25 years after the last entry on the file, provided that before such records are destroyed, a case summary is made and retained for two years after death. Record Access Request Forms should include identification of the nursing station or health centre, and date when treatment was received. Information is exchanged with provincial health facilities, provincial medical insurance plans, and municipal and provincial health and welfare agencies.

Prosthetic Services

Any enquiries concerning the following banks should be addressed to

Chief, Administration and Operations
Prosthetic Services
National Health and Welfare
Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0L3

NHW/P-PU-025
Prosthetic Medical Records

The Department operates eight prosthetic services centres in Canada to provide direct prosthetic-orthotic rehabilitation services to the population of Canada. This bank contains the medical records of patients receiving prosthetic-orthotic services from these centres. Each centre maintains a patient's record identifying the patient, notes on patient's medical history, physicians' prescriptions, services and appliances provided, and progress notes on patients. The primary use is to maintain information on the prosthetic-orthotic condition of the patient. Persons seeking access should indicate the location of the departmental centre at which they first received service. The files are kept indefinitely during the patient's lifetime, or until such time as the service is transferred to provincial control. The information is destroyed two years after the death of the individual, provided two years have elapsed since the last entry in the file. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives.

NHW/P-PU-030
Prosthetic Accounting Records

This bank contains the accounting records of patients who have received prosthetic-orthotic services from one of the prosthetic services centres operated by the Department and information on collection of accounts due. Each record identifies the patient, the services an appliances provided, and the status of his or her account. The primary use is financial control of the services, including collections on accounts receivable. Records are destroyed six years following the fiscal year in which the claim was settled.

Health Protection Branch

Any enquiries concerning this bank should be addressed to

Chief, Biostatistics and Computer Applications Division
Environmental Health Directorate
Environmental Health Centre
Health Protection Branch
de la Colombine Blvd., Tunney's Pasture
Ottawa, Ontario
K1A 0L2

NHW/P-PU-035
Environmental and Occupational Chemical Exposures

This bank consists of information on the health effects of exposure to hazardous chemicals and what precautions to take in dealing with them. Records are kept on an individual basis and include personal identifying information and results of appropriate biological tests. The data are collected from populations exposed to or suspected of being exposed to chemicals of a toxic, carcinogenic, or otherwise hazardous nature (e.g., pesticide workers, female workers, pregnant workers in metallurgical industries, urban populations and smokers). Records include returned questionnaires and the results of medical examinations, blood and urine tests, pulmonary function tests and nerve conduction tests. The information in this bank is used to increase individual awareness of exposure risks and precautionary measures, to increase employer awareness of risks and improvements for health and safety programs, and to indicate to the government current exposure risks and needs for future research and standard setting. Information is retained for five years after completion of the study.

Bureau of Dangerous Drugs

Any enquiries concerning the following banks should be addressed to

Assistant Director
Bureau of Dangerous Drugs
Room 306, Jackson Building
122 Bank Street
Ottawa, Ontario
K1A 1B9

NHW/P-PU-040
Record of Researchers

This bank provides a list of persons authorized to use, and who are using, narcotic, controlled and restricted drugs in research work. It is primarily concerned with scientists and medical and paramedical professionals. The bank is used to ensure that persons using narcotic, controlled and restricted drugs for research purposes have been authorized to do so. Records in individual cases are held for ten years.

NHW/P-PU-045
Purchase Records of Hospitals, Licensed Pharmaceutical Companies, and Provincially Registered Practitioners and Pharmacists

This bank contains purchase records of narcotics and controlled drugs made by licensed pharmaceutical companies and hospitals as well as currently registered practitioners and pharmacists who are entitled to purchase and/or prescribe narcotic and controlled drugs under the *Narcotic Control Act* and *Food and Drugs Act*. This bank is used to ensure that licensed narcotic and controlled drugs dealers supply narcotic and controlled drugs only to authorized persons; it is also used to monitor and assess purchases of narcotic and controlled drugs made by pharmacists, physicians, dentists, veterinarians, hospitals and licensed pharmaceutical companies. Records in individual cases are held for two years for pharmacy sales reports and for three years for licensed dealers sales reports. Information from this bank may be released to provincial licensing authorities of the health professions.

NHW/P-PU-050
Practitioner and Pharmacist Files

This bank contains information concerning the prescription, utilization and distribution of narcotic and controlled drugs by practitioners and pharmacists. It is used in connection with drug control programs to ensure that narcotic and controlled drugs are used for legitimate medical purposes and are not diverted to illicit avenues; and it contains reports prepared by Drugs Directorate inspectors and enforcement agencies concerning the misuse and abuse of drugs by health professionals, and investigations with respect to such diversion. It is also used as a basis to make decisions concerning notifications to pharmacists and licensed narcotic and controlled drug dealers not to supply narcotic and/or controlled drugs on the strength of orders issued by certain pharmacists and orders and prescriptions issued by certain practitioners. It also serves as a basis for decisions concerning prosecution action relating to health professionals. Practitioner and pharmacist files are kept two years after death of the registrant or ten years after the last correspondence. Information from this bank may be released to provincial licensing authorities of the health professions.

NHW/P-PU-055

Drug Investigation (Users and Distribution) Files

This bank contains information on people investigated under the *Narcotic Control Act* and Regulations, and the *Food and Drugs Act* and Regulations. It consists of reports prepared by police departments, the Department of Justice, the Department of the Solicitor General, Crown counsel and lawyers, on investigations concerning persons involved in illicit drug use and distribution. It also consists of information received as a result of the monitoring of drug importation, manufacture, distribution and prescription. It includes the following personal information: name, address, date of birth, fingerprints, sex, occupation, drug involvement, and details of the investigation, arrest and case disposition, details of drugs, things, and assets seized and their disposition. The purpose of this bank is to ensure that the use of narcotic and controlled drugs is limited exclusively to medical and scientific purposes, to prevent diversion of those drugs to other uses and to facilitate administration of asset disposal. The information in the bank is used:

— in making decisions in enforcing the regulations concerning the prescribing and dispensing of narcotic and controlled drugs by practitioners and pharmacists and the receipt and use of such drugs by individuals;

— in making decisions in connection with the disposition of drugs and things (including money, conveyances and other assets) seized under the authority of the *Narcotic Control Act* and *Food and Drugs Act;*

— to prepare statistics (drug use and conviction) for health planning purposes, on drug use in Canada and in the preparation of the annual report required by the United Nations Narcotic Commission.

In addition to the requirements indicated on the Record Access Request Form, requestors must provide their full name, date of birth and place of birth. In cases where the information is deemed to be of a sensitive nature, enquirers will be required to provide appropriate identifying information about themselves at the time of access to ensure the personal information relates to them and not to another person of similar name and description. Cannabis cases, where assets or other drugs are seized, are kept five years from date of final disposition or last correspondence, whichever is later. Cannabis cases with international implications which are reported to the United Nations are kept until a final report is submitted to that organization. Such reports are kept for two years after the last action taken. Information from this bank may be released to provincial licensing authorities of the health professions.

NHW/P-PU-060

Methadone Program

This bank contains the names and addresses of practitioners authorized to purchase, prescribe or dispense methadone. It is used to monitor those physician practices where methadone is administered, including the treatment of narcotic addicts, and to develop a profile of narcotic addiction treatment in Canada. Practitioner files are kept two years after the death of a doctor; five years after the last correspondence or last record of registration if there is no history of drug-related problems; and ten years after the last correspondence or last record of registration if there is a history of drug-related problems. Information from this bank may be released to provincial licensing authorities of the health professions.

NHW/P-PU-065

Amphetamine Control

The purpose of this bank is to regulate the non-approved uses of a restricted class of drugs. It contains diagnostic and other information from physicians on the perceived medical needs for designated amphetamines. Only patients for whom designated amphetamines have been prescribed for non-listed conditions are included. The bank is part of the monitoring of the use of this class of drugs in conformity with the *Food and Drugs Act* and Regulations. Practitioner files are kept two years after the death of a doctor; five years after the last correspondence or last record of registration if there is no history of drug-related problems; and ten years after the last correspondence or last record of registration if there is a history of drug-related problems. Information from this bank may be released to provincial licensing authorities of the health professions.

Administration

Address any enquiries regarding the following bank to

Director, Finance and Administration
Health Protection Branch
National Health and Welfare
Sir Frederick G. Banting Research Centre
Tunney's Pasture
Ottawa, Ontario
K1A 0L2

NHW/P-PU-070

Service Contracts

This bank is used primarily to control commitment of funds and to ensure that payments are made in accordance with contract terms. Data content includes contract details with individuals and institutions, financial data related to contracts, and certificates of satisfactory performance. Only persons under contract to the Health Protection Branch are included. The information is used to monitor contracts of personal service and to make decisions regarding timing and amount of payments in relation to the contract terms and satisfactory performance. Records are held for six fiscal years after completion and no renewal of contract.

Disease Control

Address any enquiries regarding the following bank to

Chief, Non-Communicable Diseases
Laboratory Centre for Disease Control
Health Protection Branch
National Health and Welfare
Ottawa, Ontario
K1A 0L2

NHW/P-PU-075

The Canadian Congenital Anomalies Surveillance System (CCASS)

The purpose of this data bank is to provide a database to monitor the incidence of birth defects in Canada and to serve as a register for epidemiological research studies. Participating provinces provide records of stillbirths and livebirths for which a birth defect has been diagnosed. The information includes the mother's name and address and the infant's date of birth, sex, nature of birth defect and name when available. The system was initiated in 1966 and to date no individual records have been discarded. It is expected records will be retained for 100 years from birth date.

Radiation Protection

Any enquiries concerning the following banks should be addressed to

Director, Radiation Protection Bureau
Brookfield Road, Confederation Heights
Ottawa, Ontario
K1A 1C1

NHW/P-PU-080

National Dose Registry for Occupational Exposures

Description: The purpose of the bank is to keep records for individuals whose occupational exposures have been monitored. It currently includes information on occupational exposures to radiation. Records are kept on an individual basis and include, in addition to personal identifying information, cumulative radiation exposures and a record-by-record account of the entries into the Registry. Exposure records are inputted from the National Dosimetry Service and from organizations that have their own radiation monitoring programs. The Registry is designed and used primarily for epidemiological and informational purposes. It is also used to advise the individual, his or her employer and the appropriate regulatory authorities when the record shows that the maximum permissible dose has been exceeded, or is about to be exceeded, as described in relevant provincial Acts, the Canada Labour Safety Code or Treasury Board recommendations for federal employees, and the *Atomic Energy Control Act*. Records are retrieved by social insurance number (SIN) and are kept for 80 years. Persons requesting records should include their SIN on their request form.

Class of Individuals: Occupationally exposed radiation workers.

Purpose: To keep records for individuals whose occupational radiation exposure has been monitored. The records are used for epidemiological and statistical studies, informational purposes, and in support of the regulatory control of occupational radiation exposures.

Consistent Uses: Information is supplied to federal and provincial authorities responsible for the control of occupational radiation exposure and upon request to the Workers' Compensation Board in relation to a compensation claim. Information may be given to a third party upon authorization from the individual.

Retention and Disposal Standards: Kept for 80 years.

PAC# = 72-004

Related to COR: NHW/EHD-200

TBS Registration Number: 000038

Health Services and Promotion Branch

Any enquiries concerning the following banks should be addressed to

Chief, Branch Administration
Planning and Management Services
Health Services and Promotion Branch
5th Floor, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 1B4

NHW/P-PU-085

Service Contracts With Individuals

Description: This information bank is used to select and record payments made to individuals under service contract. It contains information on the background and experience of contractors, expected results, budgetary commitments and payment methods.

Class of Individuals: Only persons under contract with the Health Services and Promotion Branch and past contractors are included.

Purpose: The bank is used in the day-to-day administration of the contracts.

Retention and Disposal Standards: The information is retained on branch files for six fiscal years after non-renewal or completion of contract.

PAC# = 78-001

TBS Registration Number: 000039

Family Planning

NHW/P-PU-090

Family Planning Research Projects

Description: This bank was created for the administration of the review of research applications by organizations seeking funds from the Family Planning Program and the administration of funds to those approved. The bank includes the research proposal; task description of main staff; curricula vitae of principal investigator and other proposed staff to be hired to undertake the project if the project is approved; and the review committee's comments on the research proposal.

Class of Individuals: Only welfare agencies, including universities and research institutions, are included in the bank.

Purpose: Research applications are assessed by an external research committee. The review is based on the quality and merit of the proposal, the capacity of the applying organization to undertake the project, and the availability of adequate resources.

Retention and Disposal Standards: Records are held for six years.

PAC# = 80-007

Related to COR: NHW/HSD-280

TBS Registration Number: 000040

NHW/P-PU-095

Family Planning — Fellowship Grants

Description: This bank records information needed to assess the suitability for a fellowship of candidates and their university study projects. Contents include employment history, education history, publications relevant to a particular fellowship, and correspondence.

Class of Individuals: Only persons who are qualified to teach at a recognized university and who have been suggested for a fellowship are included.

Purpose: The bank is used by the departmental staff and external appraisers to judge the suitability of candidates for a fellowship.

Retention and Disposal Standards: Records are held for six years.

PAC# = 80-007

Related to COR: NHW/HSD-280

TBS Registration Number: 000041

Health Research Programs

NHW/P-PU-100

Personnel Award Application Files

Description: This bank contains the address, marital status, health-related employment history, educational background, publications, research and career plans, confidential assessments of candidates and letters of reference, and review committee members' comments on the application.
Class of Individuals: Health researchers — Canadian or landed immigrant university graduates or applicants for graduate studies planning to begin or continue careers in health research are included in this bank.
Purpose: The purpose of this bank is to administer the review of applications for funds from the National Health Research and Development Program for training, career development, and career support and to administer the approved funds. In future it may be used in the internal evaluation of the awards program.
Consistent Uses: The information gathered in this bank is used only for the assessment of candidates in carrying out their proposals under the National Health Research and Development Program (NHRDP).
Retention and Disposal Standards: Records are held for one to six years.
PAC# = 74-007 and 74-007(Amend 1)
TBS Registration Number: 000042

NHW/P-PU-105

Applications for Contributions Files

Description: This bank contains a full description of the research to be undertaken as well as the curriculum vitae of each person responsible for the execution of health-related scientific activities approved under the National Health Research and Development Program, the assessment made by members of the Review Committee and the external reviewers and the internal evaluation by departmental officers.
Class of Individuals: Persons involved in health research are included in this bank.
Purpose: The purpose of the bank is to administer the review of applications for funds from the National Health Research and Development Program for research projects, conferences, and related scientific activities and to administer the approved funds.
Consistent Uses: The information gathered in this bank is used only for the assessment of the competence of applicants to carry out their proposals submitted under the National Health Research and Development Program.
Retention and Disposal Standards: Records are held for one to six years.
PAC# = 74-007
TBS Registration Number: 000043

NHW/P-PU-110

Committee Files

Description: This bank contains the curriculum vitae, education, employment and publications of each member of the advisory and review committees.
Class of Individuals: Canadian health researchers, health professionals and some representatives of interest groups promoting health research are included in this bank.
Purpose: The purpose of this bank is to record the background of each member of the advisory and review committees for the purpose of verifying, if requested, that the membership is representative of the health research community.
Consistent Uses: The information gathered is used only for obtaining internal departmental approval of committees memberships.
Retention and Disposal Standards: Records are held for one to five years.
PAC# = 78-001
TBS Registration Number: 000044

Income Security Programs Branch

The objective of the branch is to maintain and improve the social security of Canadians. The Assistant Deputy Minister supported by Finance and Administration, directs three major components: the Policy, Liaison and Development Directorate, the Programs Operation Directorate and the Income Security Programs Development Directorate.

Policy, Liaison and Development Directorate

This directorate, through five divisions, is responsible for ongoing legislative review and updates; and of the Old Age Security Program, the Family Allowances Program, and the Canada Pension Plan; for related policy planning and development; for the application of legislation and the administration of appeals; for the review and analysis of information programs; and for international liaison for purposes of developing International Social Security Agreements. An additional responsibility is the secretariat service provided to the Canada Pension Plan Advisory Committee.

Programs Operations Directorate

This directorate, through four divisions and a network of regional offices and client service centres, is responsible for the administration of the Income Security Programs. A brief description of the programs follows:

The Canada Pension Plan: a compulsory, contributory social insurance program that provides members of the Canadian labour force with a basic level of protection for themselves and their families against the loss of income due to retirement, disability or death.

The Old Age Security Program: provides a basic level of income for older Canadians through a pension which is supplemented by the income-tested Guaranteed Income Supplement for pensioners who have little or no other income as well as an income-tested Spouse's Allowance for spouses, aged 60 to 65, of pensioners already in receipt of the Guaranteed Income Supplement.

The Canada Pension Plan and *Old Age Security Act* also provide, in accordance with international social security agreements, for the payment of benefits under the above-mentioned programs.

The Family Allowances Program: supplements the income of families with dependent children in order to help meet the additional costs associated with raising children. It also provides for the payment of an allowance to welfare and government agencies and other institutions which maintain children.

Income Security Programs Development

This directorate is responsible for the improvement of the benefit delivery systems of the Old Age Security, the Canada Pension Plan and the Family Allowances programs. This includes the co-ordination and the integration of the three programs, the overseeing of changes to equipment, systems and procedures, all designed to improve and streamline service to clientele. The national co-ordinator for Income Security Programs Development is responsible for projects and for ensuring the co-ordination and co-operation between this group and Income Security Programs Operations.

Personal Information Banks

Personal information collected by the Income Security Programs Branch in the course of the administration of the Canada Pension Plan, the *Old Age Security Act* and *Family Allowances Act* is contained in personal information banks maintained in the regions and at headquarters in Ottawa. The access procedures and the description of each personal information are provided below.

Family Allowances and Old Age Security

A request for access to personal information contained in the Family Allowances and Old Age Security personal information banks can be made by completing a Personal Information Request form which should be addressed to the Regional Director, Income Security Programs, in the province of residence.

Newfoundland
310 Pleasantville
P.O. Box 9430
St. John's, Newfoundland
A1A 2Y5
Telephone: (709) 772-4560

Prince Edward Island
P.O. Box 1238
Charlottetown, Prince Edward Island
C1A 7M9
Telephone: (902) 566-7860

Nova Scotia
Room 1400, Barrington Tower
Scotia Square
Halifax, Nova Scotia
B3J 3J4
Telephone: (902) 426-2342

New Brunswick
633 Queen Street
Fredericton, New Brunswick
E3B 4Z6
Telephone: (506) 452-3306

Québec
15 Henderson Street
Québec, Québec
G1K 7L5
Telephone: (418) 648-5158

Western Ontario
65 William Street
Chatham, Ontario
N7M 6B2
Telephone: (519) 436-3100

Mid-Ontario
200 Town Centre Court
Scarborough, Ontario
M1R 5C8
Telephone: (416) 973-4204

Northern Ontario
70 Cedar Street South
P.O. Box 2013
Timmins, Ontario
P4N 8C8
Telephone: (705) 267-8538

Manitoba
330 Graham Avenue
Winnipeg, Manitoba
R3C 4C8
Telephone: (204) 949-2310

Saskatchewan
Dominion Government Building
1975 Scarth Street
Regina, Saskatchewan
S4P 3K4
Telephone: (306) 780-5654

Alberta, Northwest Territories and the Yukon
900 Manulife House
10055-106th Street
Edmonton, Alberta
T5J 2Z6
Telephone: (403) 420-2670

British Columbia
1230 Government Street
Federal Building
Victoria, British Columbia
V8W 2P1
Telephone: (604) 388-3287

Canada Pension Plan

Requests for access to information contained in Canada Pension Plan personal information banks should also be addressed to the Regional Director in the province of residence except for requests which fall in the categories listed below:

(a) Individuals who have applied for the Division of Pensionable Earnings under the Canada Pension Plan and individuals who have contributed to both the Canada Pension Plan and Quebec Pension Plan should address their requests for access to:

Director
Central Operations
Canada Pension Plan
Tower 'A', Place Vanier
333 River Road
Vanier, Ontario
K1A 0L1

(b) Individuals who have applied for a Canada Pension Plan Disability Pension and wish to obtain access to their medical or benefit file should quote the appropriate personal information bank number and address their request to:

Director
Disability Division
Canada Pension Plan
Tower 'A', Place Vanier
333 River Road
Vanier, Ontario
K1A 0L1

International Social Security

Requests for access to information contained in the International Social Security, Domestic and Foreign Benefits personal information banks should be addressed to

Director
International Operations
Income Security Programs
Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0L4

For general information only:

Ottawa
Privacy Co-ordinator
c/o Office of the Director
Legislation Application and Appeals Division
Income Security Programs Branch
9th Floor, Tower 'B'
Place Vanier
355 River Road
Vanier, Ontario
K1A 0L1
Telephone: (613) 993-1274

NHW/P-PU-114
Income Tax Act — Disability Certification (New)

This bank contains information concerning an applicant's medical condition and functional abilities. Access to this bank requires name, address and social insurance number. Individuals identified in this bank are those who have applied for a Disability Certificate under Section 110 of the *Income Tax Act*. This information is obtained for the purpose of determining eligibility for a Disability Certificate under Section 110 of the *Income Tax Act*. The retention and disposal schedule is being developed for submission to Public Archives.

NHW/P-PU-115
Old Age Security — Master Database

This bank contains personal data as well as information on the payment history of Old Age Security, Guaranteed Income Supplement, and Spouse's Allowance benefits. Access to this bank requires name, address, account number and Social Insurance Number. Individuals identified in this bank are persons who were or are presently in receipt of the above-mentioned benefits. The data compiled in this bank supports the payment and control activity functions related to the administration of the Old Age Security program. The payment history data is used for the issuance of T4A slips for income tax purposes. Data matching takes place between this bank and NHW/P-PU-150 (CPP) in order to ensure that applicants are using the same social insurance number when applying for Old Age Security and Canada Pension Plan benefits. Data is also shared with the Department of Supply and Services for cheque-issue purposes. The retention and disposal schedule has been submitted to the Public Archives.

NHW/P-PU-120
Old Age Security, Guaranteed Income Supplement, and Spouse's Allowance Data (Individual)

This bank contains Old Age Security, Guaranteed Income Supplement and Spouse's Allowance applications as well as supporting documentation and correspondence. Some files may contain program officers' reports relating to benefit entitlement assessments. Access to this bank requires name, address, account number and social insurance number. Individuals identified in this bank are those who have applied for or are presently in receipt of the above-mentioned benefits. The Old Age Security, Guaranteed Income Supplement and Spouse's Allowance applications are used to administer the Old Age Security program. Information contained in this bank may be used to confirm periods of residence in support of applications retained in NHW/P-PU-170 and 175 for purposes of determining an applicant's eligibility to receive benefits in accordance with International Social Security Agreements. The information is also used to confirm date of birth, marital status and date of death reported on Canada Pension Plan application forms contained in NHW/P-PU-145. The information is also matched with microfiche records contained in NHW/P-PU-160 to determine Guaranteed Income Supplement and Spouse's Allowance entitlement. The retention and disposal schedule has been submitted to the Public Archives.

NHW/P-PU-125
Family Allowances — Master Database

This bank contains personal data on Family Allowance payees and children. The bank holds information on the payment history of Family Allowances accounts. Access to this bank requires name, address, social insurance number and/or account number. Individuals identified in this bank are Family Allowances beneficiaries only. The data compiled in this bank supports the payment and control activity functions related to the Administration of the Family Allowances program. The payment history data is used for the issuance of TFA-1 forms for income tax purposes. Data in this bank is passed to the Department of Supply and Services for cheque-issue purposes. The retention and disposal schedule has been submitted to the Public Archives.

NHW/P-PU-130
Family Allowances (Individual)

This bank contains family allowance applications, supporting documentation and correspondence. Some files may also contain eligibility assessment reports. Access to this bank requires name, address, social insurance number and/or account number. Identified in this bank are those who have applied for Family Allowances or Special Allowances benefits. The information found on Family Allowances and Special Allowances applications obtained from individuals, agencies or institutions is used to administer the Family Allowances Program. Information contained in this bank may be matched with information banks NHW/P-PU-145 and NHW/P-PU-165 in order to ensure accuracy of children's date of birth and names of beneficiaries listed on various Canada Pension Plan application forms. The retention and disposal schedule has been submitted to the Public Archives.

NHW/P-PU-135
Family Allowances On-line Alpha Index

This bank, computerized in Ontario and Québec only, contains account identifiers (specific personal data) on family allowances beneficiaries. Access to this bank requires name, address, social insurance number and/or account number. The only individuals identified in this bank are Family Allowances recipients. The information compiled in this bank is used to prevent the duplication of accounts. It is also used to identify individuals who, when corresponding with the branch, fail to give appropriate identifiers. The retention and disposal schedule has been submitted to the Public Archives.

DEPARTMENT OF NATIONAL HEALTH AND WELFARE

NHW/P-PU-140

Canada Pension Plan Record of Earnings

This bank contains information relating to employment/self-employment earnings of individuals and the history of contributions made to the Canada Pension Plan. Access to this bank requires name, address and social insurance number. Individuals identified in this bank are Canada Pension Plan contributors only. Earnings and contributions, for each individual identified in this bank, are compiled for purposes of administering the Canada Pension Plan program. The information is used to determine individual benefit entitlement and to calculate the amount of Canada Pension Plan benefits payable. Data contained in this bank is released on request to the Office of the Auditor General for audit purposes. The retention and disposal schedule has been submitted to the Public Archives.

NHW/P-PU-145

Canada Pension Plan — Retirement, Survivors' Benefits and Division of Pensionable Earnings (Individual)

This bank contains Canada Pension Plan Benefit applications submitted by individual applicants, supporting documentation (e.g. birth, marriage, death evidence, social insurance number, school attendance declarations, T-4 Slips, etc.) and correspondence. Access to this bank requires name, address and social insurance number. Individuals identified in this bank are those who have applied for or are in receipt of the above-mentioned Canada Pension Plan Benefits. The Canada Pension Plan Benefit applications and supporting documentation are obtained for purposes of administering the Canada Pension Plan program. Personal information contained in this bank may be matched with information contained in NHW/P-PU-130 (FA) for purposes of confirming personal data necessary for accurate calculations related to the child-care drop-out provision. The information may also be matched with information contained in bank NHW/P-PU-120 (OAS) to confirm date of birth, marital status and date of death. The retention and disposal schedule has been submitted to the Public Archives.

NHW/P-PU-150

Canada Pension Plan Social Insurance Number Validator

This bank contains information related to each application for issuance of a social insurance number and/or for issuance of a replacement number approved by the Department of Employment and Immigration. Access to this bank requires name, address and social insurance number. Individuals identified in this bank are those who have applied for and been issued a social insurance number (or a replacement number) by the Department of Employment and Immigration. The data contained in this bank is obtained from the Department of Employment and Immigration for purposes of administering the Canada Pension Plan program. The information is used to validate the social insurance number found on Canada Pension Plan Benefit applications and to ensure that the contributory earnings posted to the record of earnings are attributed to the correct SIN number in order to guarantee accurate benefit calculations. Social insurance numbers contained in the bank are used to validate those recorded in NHW/P-PU-115 (OAS). Retention and disposal standards are under review.

NHW/P-PU-155

Canada Pension Plan Computer Master Data

This bank contains personal data as well as information on benefit calculations. It also contains beneficiaries' and/or dependents' payment history. Access to this bank requires name, address and social insurance number. Individuals identified in this bank are those who were or are presently in receipt of Canada Pension Plan benefits. The information compiled in this bank supports the payment and control activity functions related to the administration of the Canada Pension Plan Program. Data in this bank is shared with the Department of Supply and Services for cheque-issue purposes. The retention and disposal schedule has been submitted to the Public Archives.

NHW/P-PU-160

Canada Pension Plan Cheque Payment History

This bank maintains a computerized payment history of Canada Pension Plan benefit cheques. Access to this bank requires name, address and social insurance number. Individuals identified in this bank are beneficiaries who were or are presently in receipt of Canada Pension Plan benefits. The data in this bank provides financial control and an audit trail for Canada Pension Plan benefit payments. The information is used for issuing T4AP slips for income tax purposes. The retention and disposal schedule has been submitted to the Public Archives.

NHW/P-PU-165

Canada Pension Plan — Disability Medical File (Individual)

This bank contains medical and employment information concerning persons who receive or have applied for a pension, a copy of the disability application and related correspondence. Access to this bank requires name, address and social insurance number. Individuals identified in this bank are those who have applied for or are in receipt of disability benefits. The information in this bank is used to determine the disability of an applicant under the Canada Pension Plan and to establish entitlement to a disability pension. The retention and disposal schedule has been submitted to the Public Archives.

NHW/P-PU-166

Canada Pension Plan-Disability Benefit File (Individual) (New)

This bank contains Canada Pension Plan Disability applications, birth, marriage and death evidence, social insurance number, school attendance declarations, earnings evidence and related correspondence. Access to this bank requires name, address and social insurance number. Individuals identified in this bank are those who have applied for or are in receipt of disability benefits. The information in this bank is used to establish eligibility to a disability pension under the Canada Pension Plan. The retention and disposal schedule has been submitted to the Public Archives.

NHW/P-PU-170

International Social Security — Domestic and Foreign Benefits — Computer Master Benefit Data

This bank contains information on benefit calculations and payment history of Old Age Security and Canada Pension Plan benefits paid to beneficiaries and/or their dependents. Access to this bank requires name, address and social insurance number. Individuals identified in the bank are those who were in receipt of or who are presently receiving one of the above-mentioned benefits. The computer master benefit system supports the Old Age Security and Canada Pension Plan payment activity function. Information is disclosed to the Department of Supply and Services for cheque-issue purposes. The retention and disposal schedule has been submitted to the Public Archives. Standards are under review.

NHW/P-PU-175

International Social Security — Domestic and Foreign Benefits (Individual)

This bank contains applications related to the above-mentioned benefits, supporting documentation and correspondence. Access to this bank requires name, address, social insurance number and account number. Individuals identified in this bank are persons who have applied for the above-mentioned benefits and those who were or are presently in receipt of benefits. The information found on foreign and/or domestic applications and supporting documentation is obtained for purposes of determining applicants' and/or dependents' and survivors' eligibility for domestic and/or foreign benefits. Information contained in this bank may be matched with information contained in NHW/P-PU-120 (OAS) for purposes of determining an applicant's eligibility to benefits payable as a result of international social security agreements. The retention and disposal schedule has been submitted to the Public Archives.

NHW/P-PU-180

Canada Pension Plan — Record of Earnings Enquiries

The bank contains information pertaining to enquiries received from Canada Pension Plan contributors as well as internally-generated enquiries concerning the unadjusted pensionable earnings reported on individual Statement of Earnings. The bank also contains earnings evidence and related correspondence. Access to this bank requires name, address and social insurance number. The only individuals identified in this bank are Canada Pension Plan contributors whose earnings as posted to the Canada Pension Plan Record of Earnings, form the basis of an enquiry. The information in this bank is used to amend an individual's record of earnings; the latter is used in calculating individuals' benefit levels. The retention and disposal schedule has been submitted to the Public Archives.

NHW/P-PU-181

Access Requests — Privacy Act

Description: This bank contains requests received from individuals wishing access to their personal files, related correspondence, as well as other information pertaining to the processing of the request. Access to this bank requires name, address and social insurance number.

Class of Individuals: The only individuals identified in this bank are those who have requested access to their personal file as identified in the Index.

Purpose: The information is compiled as a result of the receipt of access requests. The information is used for statistical purposes, for responding to the Privacy Commissioner's investigations, as well as for any other related administrative purposes.

Retention and Disposal Standards: The retention and disposal schedule has been submitted to Public Archives.

PAC# — 85-001

TBS Registration Number: 001784

Social Service Programs Branch

Any enquiries concerning the following banks should be addressed to

Privacy Co-ordinator
Social Service Programs Branch
Room 920
Brooke Claxton Building
Tunney's Pasture
Ottawa, Ontario
K1A 1B5

National Welfare Grants

NHW/P-PU-185

Visiting Professorship Plan

Description: This bank records information provided by universities applying for a visiting professorship that enables the selection panel to decide on successful applications under the plan, and to administer the awards of winners. This program ended in 1978. Contents include the program proposed for a visiting professorship and the curriculum vitae of the nominated candidate. Only those who made application for a visiting professorship were included.

Class of Individuals: Members of the general public interested in employment with the universities.

Purpose: Universities compiled the information to obtain a visiting professorship award, according to the pre-determined criteria for the program.

Consistent Uses: This information was used by the selection panel once a year to assess applications and make awards.

Retention and Disposal Standards: Applications are maintained for three fiscal years for unsuccessful applicants and six fiscal years for successful applicants.

PAC# — 78-034

TBS Registration Number: 000045

NHW/P-PU-190

National Welfare Fellowship

Description: This bank records information provided by applicants for National Welfare Fellowships to enable the selection committee to decide on the successful candidates in the competition and to administer the awards of the winners. Contents include educational and employment history, study plans and the amount of the award. Only those who have made application for a National Welfare Fellowship are included. The bank is used by the selection committee once a year to assess applications and grant awards, which are determined on the basis of actual costs. The names of successful candidates are made public.

Class of Individuals: General public; individuals wishing to continue their university studies.

Purpose: The information is compiled by the individuals themselves in order to obtain a National Fellowship award according to the appropriate program criteria.

Consistent Uses: The information is used by the selection committee once a year to assess applications and grant awards.

Retention and Disposal Standards: Applicants are maintained for three fiscal years for unsuccessful applicants and six fiscal years for successful applicants.

PAC# — 78-034

Related to COR: NHW/WGD-410

TBS Registration Number: 000046

NHW/P-PU-195

Welfare Research Fellowships

Description: This bank was created for the administration of the review of applications for research funds from the National Welfare Grants Program by senior welfare researchers and the administration of funds to those approved. Contents include the curriculum vitae of each applicant, education, employment, publications and the review committee members' comments on the research application. Only experienced researchers in the social welfare field are included. The bank is used by an external committee of social welfare researchers for the assessment of the competence of applicants to carry out their proposal and to assess the quality of the proposal. The names of successful applicants are made public.

Class of Individuals: General public; individuals to be or who are currently employed by the university applying.

Purpose: The information is compiled by the universities to obtain a National Welfare research grant according to the appropriate program criteria.

Consistent Uses: Research applications are assessed by an external research committee three times a year.

Retention and Disposal Standards: Applications are maintained three fiscal years for unsuccessful applicants and six fiscal years for successful applicants.

PAC# = 78-034

Related to COR: NHW/WGD-410

TBS Registration Number: 000047

NHW/P-PU-200

Welfare Research Projects

Description: This bank was created for the administration of the review of research applications by the organizations seeking funds from the National Welfare Grants Program and the administration of funds to those approved. The bank includes the research proposal; the task description of the main staff, curricula vitae of the principal investigator and other proposed staff to be hired to undertake the project if the project is approved, and the review committee's comments on the research proposal. Only welfare agencies, including universities and research institutions, are included in the bank. Research applications are assessed by an external research committee three times a year. The review is based on the quality and merit of the proposal, the capacity of the applying organization to undertake the project, and the availability of adequate resources.

Class of Individuals: General public; individuals working for various organizations applying, welfare agencies, universities, and research institutions.

Purpose: Welfare agencies compile information for Welfare Research Project Grants according to the appropriate program criteria.

Consistent Uses: Applications are assessed by an external research committee three times a year.

Retention and Disposal Standards: Applications are maintained three fiscal years for unsuccessful applicants and six fiscal years for successful applicants.

PAC# = 78-034

Related to COR: NHW/WGD-410

TBS Registration Number: 000048

NHW/P-PU-205

Welfare Research Advisory Committee

Description: This bank records information provided by prospective members of this Research Advisory Committee, an external committee set up to review welfare research grant applications, senior welfare research fellowships and research group development grants. The bank includes the curriculum vitae of each member or prospective member, providing details about education, employment, and publications. This file also contains the minutes of the Research Advisory Committee meetings to review research applications. Only experienced researchers in the social welfare fields are included. The bank is used as a pool of prospective and actual members of the Research Advisory Committee. Invitation to become a member is made by the Minister.

Class of Individuals: General public; prospective members of the Research Advisory Committee.

Purpose: To compile information on prospective members of the committee.

Consistent Uses: The selection of members for the Advisory Committee by the Department.

Retention and Disposal Standards: Records are maintained for two years in an active storage area and three years in a dormant storage area.

PAC# = 78-001

Related to COR: NHW/WGD-410

TBS Registration Number: 000049

Canada Assistance Plan

NHW/P-PU-210

General Assistance — Approval of Items of Special Need

Description: This bank records requests for federal approval of items of special need for provincial social assistance recipients. It includes name, address, provincial file number, the type and cost of the items for which approval is requested. Only recipients of provincial or territorial social assistance payments with special needs are included.

Class of Individuals: Individuals who are recipients of provincial or territorial social assistance.

Purpose: The bank is used to approve costs in excess of $500 under the special needs cost-sharing provisions of the Act.

Consistent Uses: To approve items of special need over $500 for cost-sharing.

Retention and Disposal Standards: The retention period is currently being amended to a six year period. Pending approval of the Dominion Archivist records will be active for two years and dormant four years.

PAC# = 81-023

Related to COR: NHW/CAP-395

TBS Registration Number: 000050

NHW/P-PU-215

Vocational Rehabilitation of Disabled Persons — Records of Approval — Individuals

Description: This bank records requests for federal approval of cost-sharing in some items required by disabled persons covered under the *Vocational Rehabilitation of Disabled Persons Act*. It includes name, address, provincial file number, description of disability, type and cost of items or services requested, vocational assessment, and approvals or rejections. Only persons who, because of physical or mental impairment, are incapable of regularly pursuing any substantially gainful occupation and who have applied for help under provincial rehabilitation programs are included.

Class of Individuals: Individuals who, because of physical or mental impairment, are incapable of regularly pursuing any substantially gainful occupation and who have applied for help under provincial rehabilitation programs.

Purpose: To compile information concerning the development of new types of services and the trends developing in various provinces under the current VRDP program. The bank is used to monitor program developments and to approve cost-sharing of these provincial expenditures.

Consistent Uses: Departmental staff use the information to monitor program developments and to approve federal cost-sharing in the provision of certain items or services provided by provincial authorities, under the VRDP program.

Retention and Disposal Standards: Retention period is currently being amended to a six year period. Pending approval of the Dominion Archivist records will be active for two years and dormant

for four years.
PAC# – 81-023
Related to COR: NHW/CAP-395
TBS Registration Number: 000051

Fitness and Amateur Sports Branch

Any enquiries concerning the following banks should be addressed to

Privacy Co-ordinator
Fitness and Amateur Sports Branch
Department of National Health and Welfare
10th Floor, Journal Tower South
365 Laurier Avenue West
Ottawa, Ont.
K1A 0X6

NHW/P-PU-220
Athlete Assistance Program

The purpose of this bank is to provide information on federal financial assistance to top Canadian athletes. It contains personal and competitive data on each applicant. Included also are academic data on each recipient. This bank provides information on federal financial assistance to top Canadian athletes. The bank is used to determine eligibility for financial assistance. Records are retained while recipients are in receipt of financial support, and in accordance with the schedule of general records disposal for central registry files (five years).

NHW/P-PU-225
Associations Staffing

The purpose of this bank is to maintain an accurate, up-to-date inventory of the candidates applying for positions of executive directors, technical directors, coaching and program personnel in national sport and recreation associations. It contains personal characteristics, employment history, educational qualifications and references. It also includes evaluation and rating forms for each candidate after the interview process. The files are used by Sports Canada and Fitness Canada officers participating in the hiring committees of national agencies, and to determine the eligibility of candidates. Records are retained in accordance with the schedule of general records disposal for central registry files (five years). They are then destroyed and the paper is recycled.

NHW/P-PU-230
Personal Service Contracts

This information bank is to record payments made to individuals under personal service contracts. This bank contains personal service contracts, invoices and payment records for individuals under personal service contract to the Fitness and Amateur Sport Branch. Records are retained in accordance with the schedule of general records disposal for central registry files (six years). They are then destroyed and the paper is recycled.

NHW/P-PU-235
Applications for Approved Research Projects

This bank was established to assist in the administration of the branch's Research Contribution Program. It contains the title of the project, the principal investigator, the budget, a detailed description of the project and a curriculum vitae for each principal and co-investigator who applies for consideration in the program. The bank is used to provide an ongoing account (technical, financial and administrative) on the status of each approved research project, as well as to provide detailed information on the project itself. Records are retained in accordance with the schedule of general records disposal for central registry files (seven years). They are then destroyed and the paper is recycled.

NHW/P-PU-240
Order of Canada Nominees

This bank was established to provide recommendations on persons in sport or recreation who are nominated for the Order of Canada award. It contains complete biographical information on each nominee referred to the branch. The bank is used as an inventory of unsuccessful candidates who may be reconsidered for awards. Recommendations on the same persons may be requested several times. Records are retained for three years and are then forwarded to the Public Archives.

Intergovernmental and International Affairs Branch

Any enquiries concerning the following bank should be addressed to

Director, International Information and Planning
Intergovernmental and International Affairs Branch
National Health and Welfare
Room 994
Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9

NHW/P-PU-245
WHO Fellowship Program

This bank was created in 1972 to record information provided by applicants for World Health Organization (WHO) fellowships. Only successful applicants are included, either Canadian health professionals undertaking short-term studies abroad or foreign health professionals coming to study in Canada. Studies may be in the fields of environmental health, health care systems, or in medical, paramedical or other health-related fields. Contents include the curriculum vitae of each professional; educational and employment history; study programs and reports prepared by Canadian fellows. The bank is used by the Department to monitor the progress of each fellow during the course of his or her study program and to advise WHO on the degree of success achieved by foreign fellows in Canada. Reports prepared by Canadian fellows are disseminated to various governmental and non-governmental associations and are available on request. In order to place fellows in suitable learning/research environments, information is shared with Canadian or foreign universities, hospitals, professional organizations, or health departments. The names of candidates and the nature and amount of the fellowship awarded may be published. Records are held for five years and then destroyed.

Corporate Management Branch

Any enquiries concerning the following bank should be addressed to

Director General, Public Affairs
National Health and Welfare
Room 542 Brooke Claxton Building
Tunney's Pasture
Ottawa, Ontario
K1A 1B5

Public Affairs

NHW/P-PU-250

Lifestyle and Thérèse Casgrain Awards

This bank was established in 1979 for the administration of the review of nominations for the Lifestyle Award and the Thérèse Casgrain Award. It contains a nomination form and a statement about the volunteer services rendered by and the education, training, occupation and work experience of each nominee for these awards, together with the names, addresses, telephone numbers and signatures of the sponsors of each nominee. Only persons nominated for these awards are included. The information is used for the annual conferral of these awards and for the preparation of press releases about the recipients. The forms and statements are used only by the members of the National Selection Committee and the staff of the Lifestyle Award Secretariat of National Health and Welfare. These records are kept for three years for successful candidates and two years for unsuccessful nominees.

Access to Information and Privacy Directorate

NHW/P-PU-255

Request for information pursuant to Section 8(2)(e) of the Privacy Act (New)

This bank records all requests submitted to the Department pursuant to Section 8(2)(e) of the *Privacy Act* by an investigative body specified in the regulations to the Act for the purpose of enforcing any law of Canada or a province or carrying out a lawful investigation, if the request specifies the purpose and describes the information to be disclosed to the investigative body. Those individuals who are being investigated by an investigative body specified in the regulations to Section 8(2)(e) of the *Privacy Act*. Requests submitted to the Department by an investigative body specified in the regulations to Section 8(2)(e) of the *Privacy Act* are mandatorily required to be retained pursuant to Section 8(4) of the Act. This information serves as a record of such requests made pursuant to Section 8(2)(e) of the *Privacy Act*. The requests are retained for two years as specified in Section 7(a) of the Privacy Regulations, and destroyed at the end of this period.

NHW/P-PU-260

Requests for information submitted by Canadians under the provisions of the Access to Information and the Privacy Acts (New)

The bank records information provided by the applicants for information under the control of the Department pursuant to the *Access to Information Act* and the *Privacy Act* which meets the definition of Personal Information specified in Section 3 of the *Privacy Act* and in accordance with Section 10 of the *Privacy Act*. The information relates to those individuals who have a right to request information pursuant to Section 4 of the *Access Act* and Section 12(1) of the *Privacy Act*. This information is compiled for the purposes of the administration of the *Access to Information Act* and the *Privacy Act*. The information contained in the bank is used or is available for use for the administration of the *Access to Information Act* and the *Privacy Act* and is organized to be retrieved by name. The retention and disposal schedule is within the framework specified in the Treasury Board Interim Policy Guide.

Classes of Personal Information

In the course of conducting this Department's activities, items of personal information may be accumulated that are not contained in the personal information banks described above. Such personal information might include routine correspondence, or complaint and enquiry files, or completed survey questionnaires and interviews, which are stored as part of a general subject or project file, where records are not normally retrieved by name of individual or other personal identifier. This type of personal information cannot be retrieved without providing details on the dates, subject matter, geographic location or the particular event or activity associated with the individual record being sought. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Access to Information and Privacy

Some of the personal information banks maintained by this Department contain Record Access Request forms, responses to them, and information related to their processing. Requests for access to general information may be maintained in separate files established for this purpose. Such requests for access, to either personal information banks or other departmental files, are held by the Access to Information and Privacy Co-ordinators of each branch or regional office, for administrative and statistical reporting purposes. Access to such records by the individuals concerned may be made through the appropriate branch or regional co-ordinator. The departmental Privacy Co-ordinator maintains a file containing requests for access under paragraph 8(2)(e) of the *Privacy Act* for the use of the Privacy Commissioner.

Program Evaluation

In the course of conducting evaluations of this Department's programs, some personal information may be accumulated that is not contained in the personal information banks described above. Such personal information might include results of mail, telephone or personal interview surveys and might cover data on program benefits, socio-economic and demographic data, opinions of respondents and other evaluation related data. Files might include beneficiaries, clients, co-sponsors or collaborators of the Departments' programs, members of the professional and scientific community, or special interest groups. The information so accumulated will not be used for administrative purposes related to individuals only for statistical purposes. Such personal information is not normally retrieved by the name of the individual or other personal identifier and it may not be retrieved without providing further details of the time and location of the survey.

Drug Investigation

Some of the records collected as part of drug investigations are not stored in NHW/P-PU-055. Offence reports dealing with cannabis-only offences, where no assets are seized, are kept for only two months, or until the information has been extracted on a depersonalized basis and recorded for statistical purposes. Reports are then destroyed. This information is not used for any administrative purpose, and is not retrievable by the name of the individual.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

CENTRAL BANKS

NHW/P-CE-701

Medical Records

This bank records the examination of public servants for health and statistical purposes, such as job placement, retirement, sick leave and program development, when required by the Public Service Commission or Treasury Board (i.e. pre-employment and periodic examinations); and for other purposes as defined by the *Public Service Superannuation Act* and other legislation. Data content includes physical examination reports, results of biochemical tests, X-rays, cardiograms, confidential sick leave reports, individual medical histories and consultants' reports. Only federal public servants are identified in the bank. Information is retained for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided three to ten years have elapsed since the last administrative action concerning the information. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.

NHW/P-CE-702

Public Service Health Medical Review Board Files

This bank maintains a record of contentious medical cases assessed by the PSH Medical Review Board. The data content is mostly concerned with early retirement on medical grounds but includes other contentious cases submitted by regions under the PSH activity. The bank contains records on federal public servants, and is used for record keeping and to provide administrative advisory services to the Superannuation Branch. Information is retained for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided ten years have elapsed since the last administrative action concerning the information. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.

NHW/P-CE-703

Health Unit Files

The purpose of these files is to maintain records of all health unit consultations. Data content includes emergency treatment, return to work visits, counselling and referral records, audiograms, examinations and troubled employee referrals. Only federal public servant records are included in the bank. The bank is used for individual counselling and health monitoring. Information is retained for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided five years have elapsed since the last administrative action concerning the information. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.

PARTICULAR BANKS

NHW/P-PE-801

Departmental Complaints File (Employees) Headquarters only

Information in the bank includes *Canadian Human Rights Act* complaints and anti-discrimination complaints forwarded to the Department of National Health and Welfare. Records in the bank apply to all employees of the Department who have filed formal complaints, and are used in the event of further developments. Files are kept for three years.

NHW/P-PE-802

Managerial and Confidential Exclusions Records

The purpose of this information bank is to record data on employees excluded from collective bargaining. Information in the bank pertains to employees excluded from collective bargaining, and includes date of exclusion, exclusion code, level, group, branch and division. Records in the bank apply to all NHW employees excluded from collective bargaining for managerial or confidential reasons.

NHW/P-PE-803

Garnishment

The purpose of this bank is to provide documentation for garnishment proceedings for the administration of pay and benefits within the Department. Information is held on employees of the Department of National Health and Welfare for whom garnishment proceedings have been taken. It enables execution of orders of garnishment, attachment or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*. Files are retained for two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows, if the employee moves to another department after the debt is paid, the file remains with the Department of National Health and Welfare and is destroyed after the two year period.

STANDARD BANKS

The following banks are located either in headquarters or in the regions as indicated. Requests for access should be addressed as follows.

For enquiries concerning the security clearance and building-pass cards banks on all employees:

Chief, Security Clearance Division
Administrative Services Directorate
National Health and Welfare
Room 574
Brooke Claxton Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9

For enquiries concerning other Standard Banks:

Employees in the Pacific region

Pacific Region Personnel Services
National Health and Welfare
Suite 1660
800 Burrard Street
Vancouver, B.C.
V6Z 2K1

Employees in the Atlantic provinces

Atlantic Region Personnel Services
National Health and Welfare
Suite 1124
5152 Duke Street
Halifax, N.S.
B3J 1P4

Employees in the Québec region

Québec Region Personnel Office
National Health and Welfare
15 Henderson Street
Québec, Québec
G1K 7L5

Employees in the Ontario region

Ontario Region Personnel Office
National Health and Welfare
789 Don Mills Road
Don Mills, Ontario
M3C 1T5

Employees in the Prairie region

Prairie Region Personnel Office
Health and Welfare Canada
1st Floor, 303 Main Street
Winnipeg, Manitoba
R3C 3G7

Employees in the Alberta region

Alberta Region Personnel Office
National Health and Welfare
Room 914, Liberty Building
10506 Jasper Avenue
Edmonton, Alberta
T5J 2W9

Employees in the National Capital region

Personnel Unit (Medical Services)
Room 1128
Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9

Personnel Unit (Welfare)
Room 1024
Brooke Claxton Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9

NHW/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment, and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000052

NHW/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence

concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000053

NHW/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000054

NHW/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000055

NHW/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 000056

NHW/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000057

NHW/P-SE-907

Occupational Health and Safety

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.

PAC# = 85-001

TBS Registration Number: 000058

NHW/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000059

NHW/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000060

NHW/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

PAC# = 85-001

TBS Registration Number: 000061

NHW/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the

Management Resources Information System and three years for all other employees, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000062

NHW/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 000063

NHW/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

PAC# = 85-001

TBS Registration Number: 000064

NHW/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

Class of Individuals: Employees of government institutions.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.

Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000065

NHW/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.

Consistent Uses: To support decisions regarding employee assistance measures.

Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000066

NHW/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Consistent Uses: To issue identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.

PAC# = 85-001

TBS Registration Number: 000067

NHW/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employes files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.

PAC# = 85-001

TBS Registration Number: 000068

NHW/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.

PAC# = 85-001

TBS Registration Number: 000069

NATIONAL LIBRARY

Chapter 66

Background

The National Library of Canada, created in 1953, operates under the *National Library Act* (1969) and its amendments, and enforces the Legal Deposit Regulations (1969). It is a branch of government having the rank of a department and reports to Parliament through the Minister of Communications. The National Library serves Canada from Ottawa.

Overall Responsibilities

The National Library ensures that the written heritage of Canadian people is preserved and made accessible to everyone through the country's libraries.

To fulfill its responsibilities the Library collects and promotes the Canadian literary heritage in its broadest sense. This includes listing the nation's publications to facilitate their retrieval, availability, and use; providing reference, information, referral and document delivery services to support similar services provided by other Canadian libraries, with special emphasis on Canadian related subjects; making known the written heritage of the nation through a cultural events program; and facilitating the use of the nation's total library resources by co-ordinating and participating in national and international programs for sharing information on publications and for identifying and supplying needed documents on interlibrary loan.

Access Procedures

Please address enquiries about the following banks to

Privacy Co-ordinator
National Library of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N4

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Public Services Branch

NLC/P-PU-005 *Formerly Identified as:* NLC/P-PU-025
Computerized Information Service Records

The purpose of this bank is to record information related to the computerized information service. It contains correspondence, search profiles and records of service charges. The consistent uses of the records in this bank are to monitor the current awareness and retrospective searching services, to verify service requests and search profiles and to prepare necessary statistics. The records are used only by staff of the Computerized Information Service and are retained for the period of subscription to the service, plus two years after cancellation of the subscription. Records are then sent to the Public Archives.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The National Library's employee information banks are the same as those for Public Archives.

Deleted Classes of Records

NLC/P-PU-005	Canadian Authors Data Bank
NLC/P-PU-010	Canadian Authors/Illustrators of Children's Books Information Bank
NLC/P-PU-015	Canadian Musicians Information Bank
NLC/P-PU-020	Biographical Information Bank of Canadian Libraries and Information Specialists

NATIONAL MUSEUMS OF CANADA

Chapter 67

NATIONAL MUSEUMS OF CANADA

Background

The National Museums of Canada (NMC), a Crown corporation established in 1968 by the *National Museums Act*, reports to Parliament through the Minister of Communications. It incorporates in a single administration seven organizational elements: the National Gallery of Canada; the National Museum of Man, including the Canadian War Museum; the National Museums of Natural Sciences; the National Museum of Science and Technology, including the National Aviation Museum; the National Programmes Branch; the Corporate Management Branch; and the Corporate Services Branch. It is administered by its own secretariat under the authority of a Board of Trustees. The Secretary-General is the chief executive officer of the NMC. The purposes of the NMC as defined in the Act, are "to demonstrate the products of nature and the works of man, with special but not exclusive reference to Canada, so as to promote interest therein throughout Canada and to disseminate knowledge thereof."

In 1972, the Government of Canada approved a National Museum Policy designed to acknowledge that the federal government had an interest in all collections which formed the national cultural heritage and therefore to ensure the preservation of Canadian museum collections and to increase public access to them. The result was that the National Programmes Branch was established to provide services and assistance to the Canadian museum community to further the objectives of this policy.

The Museum Assistance Programmes is the responsible area for the granting of monies for projects that meet specific qualifications and criteria to museums and galleries across Canada. The personal information related to this program will be found under fellowships, internships and training by each of the museums and galleries applying for grants.

Access Procedures

Enquiries should be addressed to

Privacy Co-ordinator
Office of the Assistant Secretary-General
Corporate Services
National Museums of Canada
8th Floor
Centennial Towers
200 Kent Street
Ottawa, Ontario
K1A 0M8
Telephone: (613) 996-2257 (ext. 2007)

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

NMC/P-PU-005
Collections
Description: This bank has complete information pertaining to the collection of objects by the National Museums of Canada.
Class of Individuals: Individuals with which National Museums of Canada deals, in relation to collecting.
Purpose: To maintain complete information about objects collected or collectable by the National Museums of Canada. The information is classified by objects.
Consistent Uses: Determination of value of objects for income tax or insurance purposes.
TBS Registration Number: 001678

NMC/P-PU-010
Contract Files
Description: The purpose of this bank is to keep a record of all personal and professional service contracts entered into by the National Museums Corporation. It contains information such as the request for service by the manager, the original contractual document, and reasons for not authorizing payment if the terms of the contract have not been met. Active files are kept within the Contracts Management Section.
Class of Individuals: Information relates to individuals from the private sector under contract for services to NMC.
Purpose: For contracting services.
Consistent Uses: To maintain information on all service contracts entered into by NMC.
Retention and Disposal Standards: Six fiscal years, then destroyed.
PAC# = 78-001
TBS Registration Number: 000377

NMC/P-PU-015
Fellowship
Description: The subject content of this bank of files details the process of granting of monies to institutions for persons who submit a proposal for a fellowship to train and do research at an advanced level. A jury assesses the applications for these grants according to the criteria and guidelines established by the Museum Assistance Programmes. There are very definite procedures that must be followed if the fellowship is to continue and reporting of any change of personal circumstances is important. Report and study outlines are a prerequisite of this grant.
Class of Individuals: Individuals requesting grants through sponsoring institutions under the fellowship programme.
Purpose: The reports are used for research purposes in Museology.
TBS Registration Number: 001679

NMC/P-PU-020
Requests Under the Access to Information Act
Description: Contains formal requests made under the *Access to Information Act* by individuals for access to records, the replies to such requests and all records relating to their processing. If applicable, includes information on exemption claimed, interventions of third parties, complaints received, reports and recommendations of the Information Commissioner and litigation in the Federal and Supreme Courts.
Class of Individuals: Individuals requesting information under the *Access to Information Act*.
Purpose: To process requests.
Consistent Uses: Compiling statistics relating to the administration of the Act.
Retention and Disposal Standards: Two years after last action.
PAC# = 78-001
TBS Registration Number: 000378

NMC/P-PU-025
Requests from Federal Investigative Bodies
Description: Contains requests for personal information made pursuant to paragraph 8(2)(e) of the *Privacy Act* by federal investigative bodies, the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests.
Class of Individuals: Individuals being investigated by federal investigative bodies.
Purpose: To meet the requirement of the Act.
Consistent Uses: Compiling statistics relating to requests from federal investigative bodies.

Retention and Disposal Standards: Two years after last action.
PAC# = 78-001
TBS Registration Number: 000379

NMC/P-PU-030

Individual requests under the Privacy Act (New)

Description: This bank contains formal requests made by individuals under the *Privacy Act* for access to personal information about them, the replies to such requests and all records relating to their processing. If applicable, includes information on exemptions claimed, complaints received, reports and recommendations of the Privacy Commissioner and litigation in the Federal and Supreme Courts.
Class of Individuals: Individuals requesting information under the Privacy Act.
Purpose: For processing such requests and for compiling statistics relating to them.
Retention and Disposal Standards: Two years after last action.
PAC# = 78-001
TBS Registration Number: 001680

Classes of personal information

Some NMC files summarized in the Access Register contain personal information which is not used in a decision making process directly affecting the individual to whom it relates. Examples are inquiries about NMC collections, programs and services, information and advice given to individuals by NMC employees about museums and museum objects, and information about individuals in documents relating to grants or proposed grants to institutions.

These classes of personal information are kept on the relevant subject files and are not identifiable by name of the individual or other personal identifier. To retrieve these classes of personal information, the NMC would need as much detail as possible about the subject matter, the geographic location and the time the information would have come to the NMC.

The retention periods for these classes of personal information are the same as those for the subject files containing the information.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please forward all requests for formal access to the address given under Access Procedures.

PARTICULAR BANKS

NMC/P-PE-801

Vehicle Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned vehicles used on official business.
Class of Individuals: This bank relates to individuals employed by the National Museums of Canada.
Purpose: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims — then destroyed.
TBS Registration Number: 000380

STANDARD BANKS

The following banks are located at headquarters and at the affiliated museums.

NMC/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is

immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000381

NMC/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000382

NMC/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000383

NMC/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000384

NMC/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 000385

NMC/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000386

NMC/P-SE-907
Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in NMC/P-PE-801.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 000387

NMC/P-SE-909
Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000388

NMC/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000389

NMC/P-SE-911
Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions, [illegible] years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 000390

NMC/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000391

NMC/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 000392

NMC/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

PAC# = 85-001

TBS Registration Number: 000393

NMC/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

Class of Individuals: Employees of government institutions.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.

Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000394

NMC/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Consistent Uses: To issue identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.

PAC# = 85-001

TBS Registration Number: 000395

NMC/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.

PAC# = 85-001

TBS Registration Number: 000396

NMC/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.

PAC# = 85-001

TBS Registration Number: 000397

NATIONAL PAROLE BOARD

Chapter 68

Overall Responsibilities

The National Parole Board (NPB) is an independent, administrative agency within the federal Department of the Solicitor General. In accordance with the provisions of the *Parole Act* and other relevant statutes, the Board grants, denies and controls the conditional release of inmates from federal institutions and (with the exception of the granting of temporary absences) from provincial institutions in those provinces without a provincial parole board (the provinces of Québec, Ontario and British Columbia have their own provincial parole boards). The Board also makes recommendations to the Solicitor General of Canada for the exercise of the Royal Prerogative of Mercy and for the granting or revocation of pardons under the *Criminal Records Act*.

In order to satisfy these responsibilities, the Board creates and maintains individual case files on people who are subject to its decisions. The personal information is collected from individuals themselves and a wide variety of sources: courts, law enforcement agencies, the Correctional Service of Canada, provincial correctional authorities, other federal departments, medical authorities, private after-care agencies, and the general public. This information is contained in the parole case files information bank and/or the clemency case files information bank. Statistical information drawn from these two banks is stored electronically in the Board's EDP System (APIS).

In addition to these two banks and the standard employee information banks, the Board has banks containing correspondence sent by or to individuals requesting access to their files under the *Privacy Act* or to government records under the *Access to Information Act*.

Access Procedures

Requests for access to the following personal information banks should be referred to

Access to Information and Privacy Co-ordinator
National Parole Board
Sir Wilfrid Laurier Building
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R1
Telephone: (613) 995-1308

Applicants are required to provide appropriate identifying information about themselves such as name, address, date of birth, National Parole Board file number (if any) and any additional information deemed useful to identify the appropriate file. Applicants who also wish to have access to the electronic version of their file stored in the APIS system must do so by request.

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

NPB/P-PU-005

Parole Case Files

Description: Criminal histories; police and court reports; social, financial, educational, medical and psychiatric histories; progress reports, appraisals and recommendations from staff of penal institutions and parole offices; records of Board decisions and related documentation; warrants and certificates; memoranda and letters from other agencies, government departments and the general public.
Class of Individuals: Individuals who are serving or who, at one time, were serving a sentence of imprisonment in a federal penitentiary; individuals who are serving or who, at one time, were serving a sentence of imprisonment in a provincial institution and applied for parole to the National Parole Board. These records may also contain personal information on individuals other than the individual for whom a file was created, e.g. the individual's family, friends or representatives.
Purpose: Parole case files are used by the National Parole Board in accordance with the provisions of the *Parole Act* and other relevant statutes, to determine eligibility and suitability of inmates for full parole, day parole, unescorted temporary absences and, in some cases, escorted temporary absences; to set terms and conditions of all types of conditional releases and to review performance on such releases; to consider modifying or reducing conditions of release; to consider restoration of earned remission, lost as a result of revocation of parole or mandatory supervision.
Consistent Uses: To fulfill its legislative mandate, the National Parole Board gathers a great deal of personal information about offenders under its jurisdiction. To obtain the information, it is necessary for the Board to routinely share, when warranted, its information with other sources, including, the Correctional Service of Canada, the RCMP, provincial and municipal governments, and members of the general public associated in some way with the individual to whom the information pertains. In addition, the significant public education role that the Board has to play and the wish to demonstrate to the public the fairness of its decisions, allows the general public, where legitimate reasons exist, to be informed of decisions concerning offenders currently under its jurisdiction as well as the general reasons supporting these decisions. However, the information shared under these circumstances is either factual and/or publicly available, and is general enough to ensure sufficient protection against any invasion of privacy of the individual to whom the information pertains. This information is also used for research, statistical, program minitoring and evaluation purposes, and for the purpose of presenting a defence when court actions are brought against the National Parole Board.
Retention and Disposal Standards: Records are kept for 15 years after Warrant Expiry Date or death of the individual and destroyed thereafter except when they are the subject of criminological research. Records deemed to be of archival or historical value are transferred to the Public Archives.
PAC# = 77-021
Related to COR: NPB/NPB-025; 030; 035; 040
TBS Registration Number: 000506

NPB/P-PU-010

Clemency Case Files

Description: Criminal histories; police and court reports; social, financial, educational, medical and psychiatric histories; appraisals and recommendations from NPB and/or Correctional Service of Canada staff; records of Board members recommendations and related documentation; warrants and certificates; memoranda and letters of other agencies, government departments and the general public.
Class of Individuals: Individuals who have applied to the National Parole Board for a pardon under the *Criminal Records Act* or an act of clemency under Section 22(2) of the *Parole Act* in respect of the Royal Prerogative of Mercy or pursuant to the Letters Patent, Sections 683 and 685 of the Criminal Code of Canada. Those records may also contain personal information on individuals other than the individual for whom a file was opened, e.g. the individual's family, friends or representatives.
Purpose: To determine eligibility and suitability for the granting of a pardon or other act of clemency as well as revocation of a pardon.
Consistent Uses: To fulfill its legislative mandate, the National Parole Board gathers a great deal of personal information about applicants under its jurisdiction. To obtain the information, it is necessary for the Board to routinely share, when warranted, its information with other sources, including the Correctional Service of Canada, the RCMP, provincial and municipal governments, and members of the general

public associated in some way with the individual about whom the information pertains. However, unless the pardon was subsequently revoked, personal information banks containing files of individuals who have been granted a pardon are kept separate and the content cannot be disclosed to any person without the prior approval of the Solicitor General who, before granting such approval, has to be satisfied that the disclosure is desirable in the interests of the administration of justice or for any purpose related to the safety or security of Canada. This information is also used for research, statistical, program monitoring and evaluation purposes, and for the purpose of presenting a defence when court actions are brought against the National Parole board.

Retention and Disposal Standards: Pardon: for premature requests, files are kept for two years; for discontinued requests, files are kept for two years after the last contact with the applicant; for pardon granted, files are kept to age 70 or one year after the death of the subject is confirmed by the RCMP; for pardon revoked or not granted, ten years after a final decision. Royal Prerogative of Mercy: files are kept for a period of ten years following the last administrative action. Once the retention periods are satisfied, clemency case files are either destroyed, or transferred to Public Archives if deemed to be of archival or historical value.
PAC# = 77-021

Related to COR: NPB/NPB-010; 015; 020

TBS Registration Number: 000507

NPB/P-PU-015

Access Requests Files

Description: This bank contains formal requests made by individuals under the *Privacy Act* and the *Access to Information Act*, the replies to such requests and information relating to their processing.

Class of Individuals: Individuals requesting access to information under the *Privacy Act* and the *Access to Information Act*.

Purpose: This information is used for processing requests made under the *Privacy Act* and the *Access to Information Act*.

Consistent Uses: This information may be used for research, statistical, program monitoring and evaluation purposes; it is also used in response to a complaint filed by an individual to the Privacy or Information Commissioner, or in defence against a Court action.

Retention and Disposal Standards: The records are retained for two years after all actions have been completed.
PAC# = 77-021

Related to COR: NPB/NPB-005

TBS Registration Number: 000508

Classes of Personal Information

In the course of conducting the programs and activities of the National Parole Board, categories of personal information may be accumulated which are not included in the personal information banks described in this entry. Such information contains the names, addresses and opinions of individuals corresponding with the Department on general parole matters.

This type of personal information is scattered throughout the general subject files listed in the Access Register and is not used for any administrative purpose which might affect individuals. It is normally retrievable only by identifying the appropriate subject file which may contain documents referencing such personal information.

The retention periods associated with this information are consistent with those associated with the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to

Privacy Co-ordinator
National Parole Board
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R1
Telephone: (613) 995-1308

STANDARD BANKS

The following banks are located at headquarters.

NPB/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.

PAC# = 85-001

TBS Registration Number: 000509

NPB/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The bank provides a record of the information used in staffing positions in a government institution.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000510

NPB/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000511

NPB/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

PAC# = 85-001

TBS Registration Number: 000512

NPB/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.

PAC# = 85-001

TBS Registration Number: 000513

NPB/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000514

NPB/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000515

NPB/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000516

NPB/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

PAC# = 85-001

TBS Registration Number: 000517

NPB/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000518

NPB/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 000519

NPB/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 000520

NPB/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000521

NPB/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 000522

NPB/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.
Class of Individuals: Departmental employees.
Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.
Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 000523

NPB/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.

PAC# = 85-001

TBS Registration Number: 000524

NATIONAL RESEARCH COUNCIL OF CANADA

Chapter 69

NATIONAL RESEARCH COUNCIL OF CANADA

Background

Operating under the *National Research Council Act*, the National Research Council of Canada (NRC), as the principal research agency of the federal government, carries out a wide spectrum of activities, which includes the performance of scientific and engineering research in response to national, economic and social needs; the provision of direct financial and technical assistance to industry; the establishment and maintenance of standards; the provision of national scientific and technological facilities for industry and the universities; and the operation of a nationwide network of scientific and technical information services.

Overall Responsibilities

In pursuing the above activities, the Council, on occasion, is involved in the collection and use of personal information. Details of those instances where the information is used to make administrative decisions affecting the individual are described under Personal Information Banks — General Public. Persons wishing access to their own records should include their full name and address, and any additional information specified in each information bank. Where no additional information is indicated, only full name and address are required.

Personal information in NRC files that is not used for administrative purposes and is normally neither organized nor retrieved by personal identifiers is outlined in the Classes of Personal Information section.

Access Procedures

Access requests under the *Privacy Act* should be directed to

Privacy Co-ordinator
National Research Council
Administration Building
Ottawa, Ontario
K1A 0R6

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Council Secretariat

NRC/P-PU-005
National Research Council and Committee Membership
Description: Contains background information including the educational background, affiliation, publication list, and professional experience of individuals nominated for service on Council and its associated committees.
Class of Individuals: Past and current members of Council and members of committees of Council.
Purpose: To assist in the selection and appointment of members of the National Research Council and its committees.
Retention and Disposal Standards: Records of persons who are or have been members of the Council and/or its associated committees are retained for 30 years and then transferred to the Archives Branch of the Public Archives of Canada.
PAC# = 85-021
Related to COR: NRC/EXE-010
TBS Registration Number: 000931

NRC/P-PU-010
Inventions: Submissions by Private Individuals
Description: Information on inventions submitted by individuals for assessment and scientific comments and patent protection advice provided by the National Research Council. Information includes the original submission, evaluation by scientific personnel where expertise was available, and the reply to the enquirer.
Class of Individuals: Members of the general public who request advice about their inventions.
Purpose: To carry out an assessment and provide scientific comment and advice on inventions submitted by the general public.
Retention and Disposal Standards: Records are retained for a period of two years and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000932

NRC/P-PU-015
Personal Letters of Recommendation by National Research Council Personnel Relating to Non-Staff Members
Description: This bank contains requests for recommendations and copies of letters of recommendation made by staff members for non-staff individuals.
Class of Individuals: Members of the scientific and academic communities who ask for letters of recommendation.
Purpose: To provide letters of recommendation to members of the scientific and academic communities.
Retention and Disposal Standards: Files are retained for two years and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000933

Industry Development Office

NRC/P-PU-026 *Formerly Identified as:* NRC/P-PU-020, 025
Industrial Research Assistance Program
Description: The records in this bank are used to support financial assistance to cover the costs of salaries for company research staff engaged in approved projects. Participating companies provide the research facilities and other expenses involved in the project and retain all titles to the results of the jointly-funded research.
Class of Individuals: Directly-related employees of companies that submit proposals for financial assistance through this program.
Purpose: To determine the amount of financial contribution to the company if the proposal is accepted.
Retention and Disposal Standards: Accepted proposals are retained for 20 years. Unaccepted proposals are retained for 5 years.
PAC# = 80-014
TBS Registration Number: 001683

External Relations

NRC/P-PU-030
International Exchanges and Visits
Description: Applications from individuals who wish to visit France under the NRC/CNRS Scientific Co-operation Program or the France/Canada Exchange Agreement, recommendations, decisions of the selection committee, and related correspondence.
Class of Individuals: Members of the scientific community.
Purpose: To select individuals for these two programs and to implement administrative procedures connected with the exchange or visit.
Retention and Disposal Standards: Records are retained for two years after the termination of exchange or visit or two years after the date on which the application was rejected and are then destroyed.
PAC# = 85-021

Related to COR: NRC/EXE-025
TBS Registration Number: 000934

Communications

NRC/P-PU-035
Knowledge Source Index
Description: This bank contains information on scientific and technical experts who have agreed to participate in the Knowledge Source Index data bank. Records contain profiles of the scientific and technical expertise of individual participants.
Class of Individuals: Experts in the scientific and technical field who are willing to lend their expertise to others.
Purpose: To allow identification of experts who may respond to requests for assistance from the Canadian scientific and technical community.
Retention and Disposal Standards: Information in the data bank is updated on an annual basis, and records relating to individuals who are no longer interested in participating are retained for a period of two years and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000935

NRC/P-PU-040
Manuscripts for Publication
Description: These records contain manuscripts, forms and publishing department correspondence related to the printing of Council research journals. Full name, address, title of paper, name of journal to which the paper was submitted and date of submission are required for access.
Class of Individuals: Individuals who have submitted manuscripts.
Purpose: Publication in the research journals.
Retention and Disposal Standards: Records are retained for two years and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000936

Administration

NRC/P-PU-045
Accounts Receivable
Description: These files record debit and credit entries in connection with National Research Council accounts receivable.
Class of Individuals: Members of the general public who have purchased goods and services offered by the National Research Council.
Purpose: In addition to recording payment, records are used to follow up on overdue accounts. Files include information on financial transactions and outstanding balances. Coverage is limited to clients who have purchased goods from or requested a service of the NRC.
Retention and Disposal Standards: Records are retained for six fiscal years and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000937

NRC/P-PU-050
Deposit Accounts
Description: These files contain a record of credit balances of individuals in account with the National Research Council for the purchase of goods and services.
Class of Individuals: Members of the general public who have established a deposit account for the purchase of scientific and technical information.
Purpose: Files are maintained for the purpose of recording debit and credit entries against deposit accounts established by private individuals.
Retention and Disposal Standards: Records are retained for six fiscal years and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000938

NRC/P-PU-055
Contracts between NRC and Individuals
Description: This bank contains the initial proposal and submission, evaluations and correspondence, details of contract, financial transactions and interim or final reports.
Class of Individuals: Members of the general public who submit proposals for work to be performed for the National Research Council.
Purpose: To evaluate proposals, to process contracts, and to provide information for the verification of invoices, payments and scientific monitoring, and to administer contracts.
Retention and Disposal Standards: Records are retained for six fiscal years after termination of the contract or two years after rejection of the proposal and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000939

NRC/P-PU-060
Employment Applications
Description: Information on candidates available for employment at the National Research Council when vacancies arise. Records contain letters, completed application forms, applicant résumés, comments of interviewer, and letters of reference.
Class of Individuals: Members of the general public who apply for employment at the National Research Council.
Purpose: To select candidates for vacancies at the National Research Council.
Retention and Disposal Standards: Records are retained for two years and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000940

NRC/P-PU-065
Research Associateship Program: Applicant Inventory
Description: Records contain application forms, curricula vitae, academic records, publications, letters of recommendation, personal characteristics and employment history.
Class of Individuals: Individuals who have made application to the National Research Council for research associateships.
Purpose: To select recipients of NRC research associateships.
Retention and Disposal Standards: Records are retained for two years and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000941

NRC/P-PU-070
Secondments and Exchanges Between the National Research Council and Outside Organizations
Description: This bank contains requests for secondment or exchange of personnel and memoranda leading to approval or rejection of request.
Class of Individuals: Persons other than NRC employees who have been involved in exchanges or loans.
Purpose: The purpose of this bank is to provide documentation for the administration of exchanges and loans of personnel. Information is used to make decisions on these exchanges and loans.
Retention and Disposal Standards: Records are retained for three years after the agreement ceases or after rejection of the proposal and

are then destroyed.
PAC# = 85-021
TBS Registration Number: 000942

Council Secretariat

NRC/P-PU-075
Requests to Access Personal Information
Description: This bank contains requests for access to personal information contained in personal information banks administered by the National Research Council.
Class of Individuals: Individuals who have applied for access to Personal Information banks administered by the National Research Council.
Purpose: The purpose of this bank is to verify the identity of individual applicants and to process requests.
Consistent Uses: To prepare statistics for quarterly and annual reports required under the *Privacy Act*.
Retention and Disposal Standards: Records are retained for a period of two years and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000943

CISTI

NRC/P-PU-080
Information Dissemination
Description: Information in this bank is provided by the purchaser of publications, subscriptions, information or computerized services. This information is used for the financial transactions and updating of computerized mailing lists.
Class of Individuals: Scientific community, contractors, architects, individuals.
Purpose: To provide individuals with information on prepaid subscriptions, publications, or computerized services, and to assess and collect charges.
Retention and Disposal Standards: Records are retained for a period of two years and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000944

Classes of Personal Information

The personal information contained in this class is distributed across a wide range of subject files. It is not used for administrative purposes, and is normally neither arranged nor retrieved by personal identifiers. The most common types of personal information contained in this class are name, address, and, in some cases, affiliation, educational background and experience. The information was collected through general enquiries, complaints, requests for assistance, and personal views and opinions directed by the public to the scientific laboratories; to the Canada Institute for Scientific and Technical Information; to the Industrial Development Office regarding its assistance programs; and to the Council's supporting administrative branches such as Personnel and Administrative Services, Contract Services, Public Relations and Information Services, and External Relations. Individuals wishing to access information relating to themselves should provide specific details regarding

- the division, branch, or individual to whom the correspondence was addressed;
- the approximate date of the correspondence;
- the subject matter;
- the name of the program (if applicable); and
- the file reference number, if available.

The retention periods for this class of personal information vary and are provided in the records schedules of the general subject files in which the information is stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address requests for formal access to

Privacy Co-ordinator
National Research Council
Room W-201
Building M-58
Montreal Road
Ottawa, Ontario
K1A 0R6
Telephone: (613) 993-9429

PARTICULAR BANKS

NRC/P-SE-801 *Formerly Identified as:* NRC/P-SE-915
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000959

STANDARD BANKS

The following banks are located at headquarters and also in the regions where noted.

NRC/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current

employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where app'icable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000945

NRC/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000946

NRC/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000947

NRC/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is

settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000948

NRC/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 000949

NRC/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000950

NRC/P-SE-907
Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 000951

NRC/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000952

NRC/P-SE-909
Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000953

NRC/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000954

NRC/P-SE-911
Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 000955

NRC/P-SE-912
Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000956

NRC/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 000957

NRC/P-SE-914
Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 000958

NRC/P-SE-916
Employee Assistance
Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and

disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000960

NRC/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 000961

NRC/P-SE-918
Affirmative Action Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.
Class of Individuals: Departmental employees.
Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.
Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 000962

NRC/P-SE-919
Personal Harassment
Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.
Consistent Uses: To support decisions on transfer and discipline of employees.
Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.
PAC# = 85-001
TBS Registration Number: 000963

Deleted Personal Information Banks

The following banks have been deleted because the information is contained in other banks, as noted.

NRC/P-PU-020	Program for Industry Laboratory Projects (PILP) (See **NRC/P-PU-026 Industrial Research Assistance Program**)
NRC/P-PU-025	Unsolicited Proposals: Submissions by Individuals (See **NRC/P-PU-026 Industrial Research Assistance Program**)

DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE)

Chapter 70

Background

The Department of National Revenue was established under the provisions of the *Department of National Revenue Act*, R.S.C. 1979, c.5. The Department consists of two components: Taxation, and Customs and Excise. Each component is headed by a deputy minister and operates administratively as an independent department.

The primary objective of the Customs and Excise component is to assess, collect and control duties and taxes on imported and domestically-produced goods. Unless otherwise specified, all information banks listed for the Department are used for these derivative purposes only.

Access Procedures

All formal requests for access to these banks are to be made on the prescribed form and forwarded to:

Access to Information and Privacy Co-ordinator
National Revenue, Customs and Excise
7th Floor, Connaught Building
Ottawa, Ontario
K1A 0L5
Telephone: (613) 993-5102

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Field Operations Branch

RCC/P-PU-005
Complaints
Description: The bank consists of investigation reports and replies to complaints from individuals who have experienced difficulties at customs.
Class of Individuals: Members of the general public and employees of Customs and Excise.
Purpose: The purpose of this bank is to maintain a record of complaints related to personnel and procedures.
Consistent Uses: To provide ongoing statistical reports to senior management and regional management on the number and types of complaints by mode and location.
Retention and Disposal Standards: Files are retained for five years and destroyed.
PAC# = 80-022
Related to COR: RCC/CPE-135
TBS Registration Number: 000005

RCC/P-PU-010
Assault Cases
Description: The bank consists of investigation reports and related correspondence between departmental officials and is restricted to persons suspected of having committed an assault againt custom officers.
Class of Individuals: Members of the general public.
Purpose: The purpose of the bank is to determine whether prosecution of the suspected individual is warranted.
Consistent Uses: The information is used to determine whether prosecution of the suspected individual is warranted; also, to provide ongoing statistical reports to senior management and regional management on the number and type of assault cases.
Retention and Disposal Standards: Records are maintained for five years and destroyed.
PAC# = 80-022
Related to COR: RCC/CPE-150
TBS Registration Number: 000006

RCC/P-PU-015
Customs Interdiction and Intelligence Records
Description: The bank contains personal information about individuals who are suspected or known to be violators of the laws enforced in whole or in part by departmental officials. The bank also contains information on corporations, companies and organizations that are known to have, or are suspected to have, been involved in offences.
Class of Individuals: Members of the general public.
Purpose: This information is used by the Department, as well as by domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in detection, prevention, or suppression of criminal activity, especially as it concerns the laws relating to the importation and exportation of goods.
Consistent Uses: It is used for research, planning, evaluation and statistical purposes.
Retention and Disposal Standards: Records are retained for a minimum of five years and destroyed. Where by law, or due to operational requirements, records must be retained for a longer period, they are kept accordingly.
PAC# = 80-022
Related to COR: RCC/CPE-155
TBS Registration Number: 000007

RCC/P-PU-020
Investigations
Description: The information held in this bank consists of narrative investigation reports which describe the information that has led to a particular investigation and the subsequent steps taken. Coverage is restricted to persons and/or companies suspected of having committed infractions.
Class of Individuals: Members of the general public.
Purpose: The purpose of this bank is to maintain records to assist in the enforcement of the *Customs Act* and other Acts pertaining to Customs.
Consistent Uses: The information is used primarily to investigate possible, alleged or known infractions against the *Customs Act* and other related Acts.
Retention and Disposal Standards: Investigation reports are retained for ten years and destroyed.
PAC# = 80-022
Related to COR: RCC/CPE-150
TBS Registration Number: 000008

Customs Program Branch

RCC/P-PU-025
Applications for Customs House Brokers Licence
Description: Information in this bank includes the qualifying examinations written by the applicant, an assessment by the Department of the suitability of the applicant to be a customs broker, and business information.
Class of Individuals: Members of the general public.
Purpose: The purpose of this bank is to maintain a record of all persons who have applied to become customs brokers.
Consistent Uses: The information is used to maintain a record of all persons who have applied to become customs brokers.
Retention and Disposal Standards: Files are retained for seven years after a licence is cancelled or an application rejected, then destroyed.
PAC# = 80-022

Related to COR: RCC/CPE-135
TBS Registration Number: 000009

RCC/P-PU-030
Unpaid Accounts
Description: This bank contains records of those importers who have unpaid accounts. When an importer fails to account for customs duties payable on imported goods within a specified time limit, his name is circulated to ports of entry within that region and to other regions across Canada, depending on the circumstances.
Class of Individuals: Members of the importing public.
Purpose: The purpose of this bank is to maintain records of those importers who have unpaid accounts. The list of names is used to alert customs officials to detain the goods of those importers whose names appear thereon.
Retention and Disposal Standards: Names are retained in this bank indeterminately.
PAC# = 80-022
Related to COR: RCC/CPE-135
TBS Registration Number: 000010

RCC/P-PU-035
Seizure Records
Description: The bank contains records of goods seized from individuals or firms, and of ascertained forfeitures in cases where the goods are unobtainable, including descriptions of the goods, reason for seizure and the seizing officer's report.
Class of Individuals: Members of the importing public.
Purpose: The purpose of this bank is to maintain seizure reports and files from regional and headquarters Customs officials and the RCMP. Based on the information and representations on file, a determination is made by the Adjudications Division on whether there is a seizure under law (e.g. *Customs Act* and *Excise Act*) and if it is equitable. All seizures are "in rem" (against goods) and names of individuals are held for reference purposes only.
Retention and Disposal Standards: Index cards and files are retained for five years and reports are retained for one year then destroyed.
PAC# = 80-022
Related to COR: RCC/CPE-250
TBS Registration Number: 000011

RCC/P-PU-040
Duty Free Shop Applicants (Land Border)
Description: This bank contains application packages submitted to the Department from individuals interested in operating a duty free shop at the land border and the Department's evaluation as to their suitability.
Class of Individuals: Individuals interested in operating a duty free shop at land borders in Canada.
Purpose: To assess duty free shop applicants on a competitive basis.
Retention and Disposal Standards: Files are retained for a period of ten years and destroyed.
PAC# = 80-022
Related to COR: RCC/CPE-275
TBS Registration Number: 000012

Excise Branch

RCC/P-PU-045
Claims for Refund of Taxes Paid Under the Excise Tax Act
Description: Data include claimant's name, address, telephone number and reason a refund is being requested.
Class of Individuals: Members of the general public.
Purpose: The purpose of this bank is to maintain a record of the names and addresses of the claimants making application for refund of federal sales and/or excise taxes paid under the provisions of the *Excise Tax Act*. The bank is used to identify and support each amount of tax refunded.
Retention and Disposal Standards: Records are maintained for a period of five years then destroyed.
PAC# = 80-022
TBS Registration Number: 000013

RCC/P-PU-050
Applicants for Refund of Federal Excise Tax on Gasoline
Description: Data include information respecting each claimant's social insurance number, employee status and group. Individuals identified in this bank have filed a gasoline refund claim.
Class of Individuals: Members of the public who have filed a claim for a gasoline tax refund.
Purpose: This bank exists for the purpose of making transfer payments to members of the general public making application under the *Excise Tax Act* for a refund of the excise tax paid on gasoline used for business purposes. The bank is used for the purpose of examining individual claims for gasoline excise tax refunds, and may be used to inspect claimant's receipts and supporting documents related to such claims.
Retention and Disposal Standards: Each claim is retained for a period of seven years then destroyed.
PAC# = 80-022; 80-012
Related to COR: RCC/EPE-050
TBS Registration Number: 000014

RCC/P-PU-055
Application for Federal Fuel Tax Rebate
Description: Data include information about each claimant, bulk permit holder and registered vendor. Included are social insurance number, claimant status and type, employer number where applicable and information about amounts of refunds claimed and paid.
Class of Individuals: Members of the public who have filed a claim for the fuel tax rebate, applied for a bulk permit or applied to be a registered vendor.
Purpose: The banks exists for the purpose of payment to members of the general public making applications under the *Excise Tax Act* for rebate of a portion of the federal sales tax paid on gasoline and diesel fuel purchased for off-highway use in certain activities specified by the *Excise Tax Act*.
Retention and Disposal Standards: Claims are retained for a period of seven years then destroyed.
PAC# = 80-022; 80-012
Related to COR: RCC/EPE-055
TBS Registration Number: 000015

RCC/P-PU-060
Debts Written Off as Uncollectable
Description: Data include names, nature and amount of debt, the results of collection action taken, description of assets and disposition of proceeds.
Class of Individuals: Members of the general public.
Purpose: The purpose of this bank is to maintain a record of firms and individuals owing a debt to the Crown, on which all appropriate collection action has not resulted in successful collection of the debt. The bank is used by the Uncollectable Accounts Committee to approve recommendations for authority to delete accounts under existing legislation.
Consistent Uses: The forms are presented to the Minister or the Treasury Board, as appropriate, depending on amount, for written authorization to write off the accounts.
Retention and Disposal Standards: Records are maintained in perpetuity.
PAC# = 80-022
TBS Registration Number: 000016

Corporate Management Branch

RCC/P-PU-065

Damage Claims and Ex Gratia Payments

Description: This bank usually contains names and addresses of persons involved in damage claims, defalcations, losses and ex gratia payments, and describes the circumstances in each case.

Class of Individuals: Departmental employees and the general public.

Purpose: The purpose of this bank is to maintain information on incidents involving a claim by or against the crown, a defalcation, a loss, or a request for an ex gratia payment.

Consistent Uses: The data is used to determine an equitable settlement in each case, and may be provided to the Treasury Board and the Department of Justice.

Retention and Disposal Standards: Individual files are maintained until the case comes to a conclusion. The information is then transferred to an amalgamated file which is retained for five years.

PAC# = 80-022

TBS Registration Number: 000017

RCC/P-PU-070

Access to Information and Privacy Request Data Bank

Description: This bank contains the access request forms sent by individuals making application under the *Access to Information Act* or *Privacy Act*, the replies to such requests and information related to their processing.

Class of Individuals: Members of the general public and employees of the Department.

Purpose: The purpose of this bank is to maintain a record of individuals who have made application under the *Access to Information Act* and *Privacy Act*.

Consistent Uses: The data in this bank is used to process access requests only, and to report on the number of access requests received annually.

Retention and Disposal Standards: Files are maintained for two years.

PAC# = 80-022

Related to COR: RCC/CAE-440

TBS Registration Number: 000018

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please forward all requests for formal access to:

Privacy Co-ordinator
National Revenue, Customs and Excise
7th Floor, Connaught Building
Mackenzie Avenue
Ottawa, Ontario
K1A 0L5
Telephone: (613) 593-5102

PARTICULAR BANKS

RCC/P-PE-801

Customs and Excise College Student Records

Description: Data include examination results, course reports, biographical information prepared by the student and a report to the work unit pertaining to performance on the course. Course title and dates of the particular training are to be quoted for access to information.

Class of Individuals: Employees of Customs and Excise who are current or former students at the Customs and Excise College.

Purpose: The purpose of this bank is to maintain records required in the administration of the Customs and Excise College. It is used to evaluate perfomance and to assist in career planning and work assignments.

Retention and Disposal Standards: Records are retained for five years after completion of the particular training.

PAC# = 78-001

TBS Registration Number: 000002

RCC/P-PE-802

Managerial and Confidential Exclusions

Description: Information in this bank includes effective date of exclusion, bargaining unit identification, position number and title, employee group and level, organizational location and the rationale on which the employee was excluded. Decisions on employees' exclusion status is attached to the employee personnel record.

Class of Individuals: Employees of Customs and Excise.

Purpose: The purpose of this bank is to maintain a complete listing of all managerial and confidential exclusions in the Department and is the only official record of exclusion status.

Retention and Disposal Standards: Notice of acceptance or objection is retained for three years and exclusion case files for five years.

PAC# = 78-001

TBS Registration Number: 000003

RCC/P-PE-803

Internal Investigations

Description: This bank contains investigative reports and correspondence between departmental officials with respect to the confirmation or refutation of allegations against employees.

Class of Individuals: Current or former employees of Customs and Excise.

Purpose: The purpose of this bank is to record all information concerning alleged or suspected malfeasance arising from employee involvement in violations of Customs and Excise legislation or of other laws which could adversely affect the interests of the Department.

Consistent Uses: The information is used to determine an appropriate course of action, including recovery of stolen funds, disciplinary action against individuals or prosecution and to comply with the Public Officers' Guarantee Regulations and the Public Service Terms and Conditions of Employment regulations.

Retention and Disposal Standards: Files are maintained for a minimum of five years.

PAC# = 78-001

TBS Registration Number: 000004

RCC/P-PE-804

Information Disclosed to Investigative Bodies (New)

Description: This personal information bank contains a copy of access request or Treasury Board form 350-56(83/2): Request for Disclosure to Federal Investigative Bodies, forwarded by investigative bodies as listed in Schedule II of the *Privacy Act* to Customs and Excise under Section 8(2)(e) of the same Act. These nationwide requests are made concerning individuals for the purpose of law enforcement. The bank also contains the replies to such requests and gives particulars concerning information related to their processing.

Class of Individuals: Individuals involved in investigations under the *Criminal Code*, federal and provincial statutes and municipal bylaws.

Purpose: In order to account for the number of requests under Section 8(2)(e) of the *Privacy Act*.

Consistent Uses: This bank will allow for the auditing of the procedures utilized for the exchange of personal information with Investigative Bodies under Section 8(2)(e) of the Privacy Act.

Retention and Disposal Standards: Two years and then destroyed.

PAC# = 80-022

TBS Registration Number: 001781

STANDARD BANKS

RCC/P-SE-901

Employee Personnel Records

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, the onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.

PAC# = 85-001

TBS Registration Number: 000019

RCC/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The bank provides a record of the information used in staffing positions in a government institution.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000020

RCC/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000021

RCC/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000022

RCC/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Review and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 000023

RCC/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000024

RCC/P-SE-907
Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 000025

RCC/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information

regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000026

RCC/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000027

RCC/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 00028

RCC/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 000029

RCC/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000030

RCC/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 000031

RCC/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 000032

RCC/P-SE-915
Conflict of Interest and Post-Employment Code
Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000033

RCC/P-SE-916
Employee Assistance
Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000034

RCC/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 000035

RCC/P-SE-918
Affirmative Action Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.
Class of Individuals: Departmental employees.
Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.
Consistent Uses: The information gathered will be used for institutional purposes in the government's Affirmative Action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 000036

RCC/P-SE-919
Personal Harassment
Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants

and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.

PAC# = 85-001

TBS Registration Number: 000037

DEPARTMENT OF NATIONAL REVENUE (TAXATION)

Chapter 71

DEPARTMENT OF NATIONAL REVENUE (TAXATION)

Overall Responsibilities

National Revenue (Taxation) is responsible for the administration and collection of individual and corporate income tax under the *Income Tax Act*. It collects provincial income tax from individuals for all provinces, except Québec, and from corporations for all provinces, except Québec, Ontario and Alberta. It also collects contributions under the Canada Pension Plan and premiums under the *Unemployment Insurance Act*, and taxes under the *Petroleum and Gas Revenue Tax Act*.

Access Procedures

Requests should be addressed to

Access and Privacy Co-ordinator
Revenue Canada (Taxation)
Head Office
Ottawa, Ontario
K1A 0L8
Telephone: (613) 995-3883

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

RCT/P-PU-005
Individual Income Tax Return

This bank contains all information supplied by the taxpayer on his or her annual income tax return, as well as correspondence, third-party information and departmental working papers relating thereto. Tax returns of all taxpayers are retained for the current tax year and the four taxation years immediately prior. The purpose of this bank is to provide financial information required in the administration and enforcement of the *Income Tax Act* and Regulations of Canada and nine provinces, parts of the Canada Pension Plan, and the *Unemployment Insurance Act* and Regulations, for which this department is responsible. The principal use of this bank is to support the audit programs, enforcement procedures, and collection actions required, and to respond to taxpayers' enquiries regarding their income tax affairs. Use of selected information from this bank is made by Statistics Canada in light of entitlement prescribed in the *Statistics Act*, and by Consumer and Corporate Affairs Canada as prescribed in the *Tax Rebate Discounting Act*. Information received from employers and other sources is used to verify, for subsequent adjustment where necessary, income and deduction data reported by a taxpayer. Access will not be permitted without adequate proof of identification, including social insurance number, signature and/or authority.

RCT/P-PU-010
Petroleum and Gas Revenue Tax Return

This bank contains all information supplied by the taxpayer on his or her annual Petroleum and Gas Revenue Tax Return, as well as correspondence, third-party information and departmental working papers relating thereto. The taxpayer may be an individual, a trust, a corporation or other business entity. The purpose of this bank is to provide financial information required in the administration and enforcement of the *Petroleum and Gas Revenue Tax Act*. These returns are retained for the current tax year and the four taxation years immediately prior, of all taxpayers who filed such returns. The principal use of this bank is to support the audit programs, enforcement procedures, and collections actions required, and to respond to the relevant taxpayers' enquiries regarding their petroleum and gas revenue tax affairs. Access will not be permitted without adequate proof of identification, including account number, signature and/or authority. Records in this bank are retained for five years.

RCT/P-PU-015
T3 Trust Information Return and Income Tax Return

This bank contains all information supplied by every person acting in a fiduciary capacity, such as executor, trustee or administrator for a trust, as well as correspondence and departmental working papers relating thereto. The purpose of this bank is to provide financial information and enforcement of the *Income Tax Act* and Regulations, as they relate to a trust. The principal use of this bank is to support the audit programs, enforcement procedures, and/or collection actions required, and to respond to enquiries originating from executors, trustees or administrators of an estate or trust. Access will be permitted with adequate proof of identification, including social insurance number, signature and/or authority. The returns are retained for the current taxation year and the four taxation years immediately prior.

RCT/P-PU-020
Special Returns by Plan Trusts (T3R-IND, T3H-IND, T3RIF-IND)

The purpose of this bank is to maintain T3R-IND, Registered Retirement Savings Plan Individual Information Return and Income Tax Return filed by trustees of such plans, other than plans whose filing requirements are met by the filing of a T3R-G return; T3H-IND, Registered Home Ownership Savings Plan Individual Information Return and Income Tax Return, filed by trustees of such plans; and T3RIF-IND, Registered Retirement Income Fund Individual Return and Income Tax Return filed by trustees of such plans, other than plans whose filing requirements are met by the filing of a T3RIF-G return; and related correspondence. The principal use of this bank is to facilitate the assessment and collection of taxes owed by the trusts, and to support audit programs and enforcement procedures with regard to the investments of the trusts. Access will be permitted with adequate proof of identification, including social insurance number, signature and/or authority. The returns are retained for the current taxation year and the four taxation years immediately prior.

RCT/P-PU-025
Non-Compliance Identification Research Data

This bank contains information relating to financial transactions of individuals, including names and addresses. It is used to assist in audit, investigative and other compliance actions taken under the *Income Tax Act*. The purpose is to (1) detect non-filers of income tax and information returns and (2) confirm the correctness of reported taxable income. The information includes publicly available data obtained from federal, provincial and municipal governments, such as lists of shipping, Canadian civil aircraft registrations, municipal building permits, business licences, business and city directories. It also includes information on some federal government subsidy and incentive programs, as well as information obtained in confidence from a variety of other sources in the public sector, such as marketing and distribution boards, colleges, and school boards. Some information is also obtained from the business and commercial sector regarding the purchase of goods and services, such as delivery of raw materials, removal of waste products, provision of security services and free-lance professional and administrative services. When the information described above is first collected, it is included in the Class of Personal Information described subsequently in this part of the Personal Information Index. Once organized for a compliance action, this personal information becomes part of this bank and is normally retrievable by name and other personal identifier. Some of the information in this bank may subsequently be transferred to other established personal information banks. The retention period varies according to the record schedules of the general subject files in which they are stored.

RCT/P-PU-030

Tax Evasion Cases

This information bank contains information relating to the personal and financial characteristics of taxpayers who are, or have been under investigation for tax evasion. Records of the status of active investigations, completed cases and their results, current investigative projects, and records of individuals whose files have been referred for application of a penalty under subsection 163(1) of the *Income Tax Act* are included. Individuals in this bank are identified by name. Records in this bank are maintained for seven years after the case is closed or expiration of all appeal periods, whichever is later. This bank has been designated by an Order-in-Council as an exempt bank, pursuant to Section 18(1) of the *Privacy Act*.

RCT/P-PU-035

Tax Avoidance Cases

This bank contains information relating to the personal and financial characteristics of taxpayers who are, or have been under investigation for tax avoidance. Records of the status of active investigations, completed cases and their results and current investigative projects are included. The Department will undertake the necessary steps to have the exempt designation of this bank revoked. The information is compiled to discover and investigate tax avoidance schemes and to take remedial action as required, by reassessment under the existing law, by recommending amendments to the law, or by recommending changes in administrative procedures and practices. Records are maintained for three years after the case is closed or expiration of all appeal periods, whichever is later.

RCT/P-PU-040

Taxation Taxpayer Master File

The bank serves as a depository for taxpayer information (taxpayer account number, name and address, and the last five years of tax data) which is used annually for tax assessments. This bank provides statistical data for a host of analysis and support systems; provides and maintains a uniform account number system for taxpayer identification by using the Temporary Taxation Number, or Social Insurance Number which is used in Canada by the Central Index; and enables Revenue Canada (Taxation) to administer, under the approved authority, the *Unemployment Insurance Act* and *Canada Pension Plan Act*. The information in this bank concerns persons who are residents of Canada as of December 31 of each year, have taxable income and are required to file an income tax return. The principal use of this bank is to assess T1 individual tax returns. Identification and income data is provided to Health and Welfare to verify claims for the Guaranteed Income Supplement Program, and to provide a Canada Pension Plan record of earnings. Information is exchanged with the Department of Immigration as provided for under the *Canada Pension Plan Act*, and *Unemployment Insurance Act*. Use of selected information from this bank is made by Statistics Canada in light of entitlement prescribed in the *Statistics Act*.

RCT/P-PU-045

Taxation Rapid Information for Districts

This bank contains selected data from the taxpayer master file and the centralized accounting and collections master file, e.g. identification, filing, assessment, refund data and amount, and tax accounting transactions and collection data. Coverage is restricted to individual taxpayers. The purpose of this bank is to provide on-line access from district offices to individual taxpayers' computer records of their tax assessment, accounting and/or collection data. The principal use of this bank is to provide immediate responses to taxpayer enquiries received at any district taxation office. Access will not be permitted without adequate proof of identification, including social insurance number and/or authority. New rapid files are created every calendar year and updated as activity occurs in the "parent" files. Where the new file is created the old file is destroyed.

RCT/P-PU-050

Taxation Record of Individual Tax Accounts

The information bank consists of computer generated printouts which detail the information contained in the centralized individual accounting and collection system computer file. The printouts are used by collection officers in their duties of enforcing compliance of payment of taxes by delinquent taxpayers in those cases where the accounts have been referred to district offices and regional processing centres for possible legal action. Collection officers note details of investigative actions taken and/or planned, based on information gathered from audits, third parties, legal opinions, court actions, personal contact, etc. In cases where such information is voluminous, or necessarily includes the retention of documents, the printout information may be supplemented with a collection file or docket. Information pertaining to a taxpayer's indebtedness is supplied to the taxpayer's debtors and the courts to facilitate attachment. Access to printouts will be permitted when there is adequate proof of identification, including social insurance number, signature and/or authority. Account printouts and related collection files, if any, are destroyed two years after the account is paid in full.

RCT/P-PU-055

Taxation Centralized Individual Accounting and Collection Master File

Records maintained in this bank are categorized by status (e.g. credit available, collection letter due) and include all financial transactions between individual taxpayers and the department. The purpose of this bank is to account for T1 accounts receivable and instalment credits of individual taxpayers, and carry out collection of individual tax, penalty, interest and law costs related thereto. The principal use of this bank is to record amounts owing by individuals or any instalment payments being held for future use. Where applicable, information pertaining to a taxpayer's indebtedness is supplied to the taxpayer's debtors and the courts to facilitate attachment. Access will not be permitted without adequate proof of identification including social insurance number and/or authority. The ongoing master file is updated continuously. At year-end, inactive records are purged and maintained on a microfiche file for historical purposes. These historical files are not used for ongoing administrative purposes. The master file is retained for five years after the CINDAC program, while the historical file is retained internally for two calendar years and then forwarded to Public Archives.

RCT/P-PU-060

Petroleum and Gas Production Revenue Tax Accounts

The information in this bank consists of ledger cards maintained in the Ottawa Taxation Centre to record all payment of Part I tax, and all interest and penalties assessed for each taxpayer, in accordance with the requirements of the *Petroleum and Gas Revenue Tax Act*. The PG3R remittance form is used to update these cards. Photocopies of such cards are used by collection officers in their duties of enforcing compliance of payment of taxes by delinquent taxpayers, in those cases where the accounts have been referred to district offices for possible legal action. The detail consists of investigative actions taken and/or planned, based on information gathered from audits, third parties, legal opinions, court actions, personal contacts, etc. Where such information may become voluminous, a collection file or docket may be established for the retention of such documents. Information pertaining to a taxpayer's indebtedness is supplied to the taxpayer's debtors and the courts to facilitate attachment. Access to ledger cards will be permitted when adequate proof of identification is provided, including social insurance number, signature and/or authority. Account cards and related collection files or dockets are destroyed five years after the account is paid in full.

RCT/P-PU-065

NR4-NR4A Summary and Supplementary — Non-Resident Information Returns

This bank contains information returns, i.e. NR-4, NR-4A, NR-601, NR-602, and undertakings to file income tax returns by non-residents, receiving rents from real estate property or receiving a timber royalty, i.e. NR-6, and documents to support an assessment notice to the Canadian payor or the non-resident recipient. Information in this bank relates to Canadian payors making payments to non-resident beneficial owners of investment type income in Canada, including pensions, annuities and similar payments. The purpose of this bank is to maintain information returns filed by Canadian payors or disbursing agents, who report income aggregating ten dollars or more, paid, credited or distributed to non-residents of Canada, which are taxable/non-taxable under Part XIII of the *Income Tax Act*. These records are also used for the purpose of verification and compliance of the administrative requirements of Part XIII of the *Income Tax Act*. Records are maintained for a period of three years (current year and two preceding years).

RCT/P-PU-070

Canada Pension Plan and Unemployment Insurance Rulings Documents

This bank contains departmental forms such as CPT-1, CPT-1A, CPT-1B, CPT-1C, working papers, and related documents such as contracts, statements from workers and payors, etc., that were used in making each individual ruling. Information in this bank relates to individual workers and employers. The purpose of this bank is to record rulings issued by Revenue Canada (Taxation) officials as to whether individuals are in pensionable or insurable employment under the Canada Pension Plan or the *Unemployment Insurance Act*, 1971, respectively. This has a direct effect on the individual's entitlements to unemployment insurance benefits and eventual Canada Pension Plan benefits, and the related premium and contribution payments. Records are maintained for a period of three years (the current year and two preceding years).

RCT/P-PU-075

Appeals Regarding the Canada Pension Plan and the Unemployment Insurance Act, 1971

This bank contains records of applications for the determination of a question pertaining to the Canada Pension Plan or *Unemployment Insurance Act* as to the requirements for and amounts of contributions or premiums. It includes the resulting decisions by the Minister of National Revenue, documentary evidence supporting each decision and any subsequent appeals. Access will be provided upon proof of identification consisting of name, address, and social insurance number and/or proof of authority by a representative. Where a decision of the Minister has been appealed, the records pertaining to that decision are kept for two years following the outcome of the last appeal. Where the Minister's decision is not appealed, the records are maintained for two years following the issuance of the decision.

RCT/P-PU-080

Appeals Regarding Insurable Employment

This bank contains records of applications for the determination of a question for Unemployment Insurance purposes pertaining to an individual's insurability and employment status. It includes the resulting decisions by the Minister of National Revenue, documentary evidence supporting each decision and any subsequent appeals. Access will be provided upon proof of identification including name, address, and social insurance number and/or proof of authority by a representative. Where a decision of the Minister has been appealed, the records pertaining to that decision are kept for two years following the outcome of the last appeal. Where the Minister's decision is not appealed, the records are maintained for two years following the issuance of the decision.

RCT/P-PU-085

Taxation Competent Authority Cases

Competent Authority Cases are a record of negotiations with foreign countries with respect to double taxation. These files contain information provided by the foreign country, taxation, the taxpayer and/or his agent. Information in this bank relates to individuals subjected to actual or potential double taxation, related individuals and certain unrelated individuals used for comparative purposes. The information is compiled to discuss and resolve competent authority cases. Information may be used for dealing with similar and comparable cases. Information may be disclosed to foreign or provincial governments to the extent that it is relevant in dealing with a particular taxpayer's double taxation problem. Records in this bank are retained for ten calendar years.

RCT/P-PU-090

Taxation Rulings Subject Matter Files

This bank contains correspondence received from individuals wherein an interpretation of a section, subsection, etc., of the *Income Tax Act* or another law related thereto is requested, and Revenue Canada — Taxation's reply. The purpose of the bank is to file correspondence from and to taxpayers on matters related to the *Income Tax Act* and Regulations. This bank is used for records retention and maintenance only. Access to a record will be provided upon proof of identification including name, address, signature and social insurance number. In some instances, correspondence may be filed in the name of the taxpayer's representative. In these cases, the name and address of the representative should also be included on the Record Access Request Form. The subject matter and date of the requested correspondence is also required. Records in this bank are maintained for seven years.

RCT/P-PU-095
Financial Accounting Records

This bank contains the professional service contracts entered into by any of the Revenue Canada Head Office Branches and the billings related thereto. The purpose of this bank is to record the payment of fees related to professional service contracts. It is used to support the payment of fees under these contracts. Access to these records will be provided upon adequate proof of identification and/or authority and the service contract number. Records in this bank are maintained for seven years.

RCT/P-PU-100
Taxation Centres Recruiting System

Information in the bank includes aptitude test results, marital status, date of birth, and indication of any prior experience, language spoken and whether the applicant is a Canadian Armed Forces veteran or an immigrant. This information bank was established to provide the Taxation Centres with a method of controlling, testing, and hiring casual employees each year. Applicants for employment are ranked based on the result of aptitude tests and other criteria. Records in the bank apply only to those individuals who have written the aptitude tests for employment with the Taxation Centres. Access will not be permitted without adequate proof of identification and/or authority. Requestors must specify the Taxation Centre in which they worked or made application for employment.Records are retained for a period of one year.

RCT/P-PU-105
Access Request Data Bank

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information pertaining to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. Files will be kept for four years. Please address any enquiries to the Privacy Co-ordinator.

RCT/P-PU-110
Complaints and Representations Bank

The bank contains the name, address, telephone number of the person and agent, if any, lodging the complaint or making a representation. The purpose of this bank is to maintain a record of the complaints lodged with, or representations made to, the Deputy Minister which have been registered in his office with respect to any matter within the powers of the department. Manual files are retained for eight years.

RCT/P-PU-115
Problem Resolution Program (New)

This bank contains the names, telephone numbers and social insurance numbers of taxpayers whose problems have been referred to the Problem Resolution Co-ordinator in one of the Department's 29 District Offices. It also includes a description of the individual's problem, and the action taken to resolve it. Information in this bank relates to Canadian taxpayers. The purpose of this information bank is to store information and analyze problem trends. Records are retained for two years.

Classes of Personal Information

This class contains information relating to financial transactions of the individuals including names and addresses.

It is collected for use in audit, investigative and other compliance actions taken under the *Income Tax Act*. The purpose of such actions is to (1) detect non-filers of income tax and information returns and (2) confirm the correctness of reported taxable income.

The information includes publicly available data obtained from federal, provincial and municipal governments, such as lists of shipping, Canadian civil aircraft registrations, municipal building permits, business licences, business and city directories. It also includes information on some federal government subsidy and incentive programs, as well as information obtained in confidence from a variety of other sources in the public sector, such as marketing and distribution boards, colleges, and school boards. Some information is also obtained from the business and commercial sector regarding the purchase of goods and services, such as delivery of raw materials, removal of waste products, provision of security services and free-lance professional and administrative services.

When the information described in the foregoing is first collected, it is not organized for retrieval by name or any other personal identifier. When the information is organized, the portion that is relevant to audit, investigative and other compliance actions, is transferred to bank number RCT/P-PU-025. Any other information is destroyed.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address requests for access to the following address.

Headquarters

Co-ordinator
Access to Information and Privacy
Revenue Canada (Taxation)
Head Office
Ottawa, Ontario
K1A 0L8
Telephone: (613) 598-4091

PARTICULAR BANKS

The following banks are located at headquarters and in the regions.

RCT/P-PE-801
Taxation Time/Production Reporting System

Data contained in this bank pertains to weekly activities performed by each employee and includes time/production activity by classification and subclass, plus non-compliance and unreported time/production reports. Individuals identified in this bank are all employees of Revenue Canada (Taxation). The purpose of this information bank is to maintain time/production utilization data on all continuing departmental employees as well as term/casual employees. This bank is used to provide managers and management information systems with information regarding time/production utilization of departmental employees through a series of reports. An individual report containing one employee's activities for the current fiscal year to date is produced on request. Access will not be permitted without adequate proof of identification and/or authority. Records in this bank are maintained for 15 months.

RCT/P-PE-802
Taxation Employee Classification Audit Report Files

This bank contains information concerning all completed classification audits. This includes a record of interviews with employees whose position was audited, findings of the audit, recommendations for corrective action and summary of final audit interview with management. The information in this bank relates to National Revenue Taxation employees. The purpose of the bank is to provide a record of all classification audits completed. It also provides management with required information on positions audited within the last two years. Records in this bank are maintained for a period of two years after completion of an audit.

RCT/P-PE-803
Taxation Management Audit Departmental Operations and Staff Matters Bank

This information bank relates to the investigation of departmental employees emanating from allegations of fraud, defalcation, bribe, or breaches of conduct. Information in this bank relates to departmental employees who are, or who have been under investigation for fraud, defalcation, bribe or breaches of conduct. The information is compiled to carry out investigations of such employees. Records in this bank are retained for five years.

RCT/P-PE-804
Taxation Leave and Overtime Reporting System

Data contained in this bank pertain to occurrences of leave, overtime, shiftwork and standby, by individual employee by fiscal year. Individuals identified in this bank are all employees of Revenue Canada-Taxation with the exception of terms under six months.The purpose of this information bank is to maintain detailed leave, overtime, and shiftwork data on all continuing departmental employees, as well as term employees over six months, of district offices and head office. The bank is used to provide line managers with information regarding employees, in respect to overtime worked, and leave balances. It is also used to accumulate data for tape transmission via the Department of Supply and Services, to meet Treasury Board requirements for ALOSS reporting. An individual report, containing detailed information of leave and overtime activity, is available to individual employees on a scheduled basis. This report is also available on request. Access will not be permitted without adequate proof of identification and/or authority.

RCT/P-PE-805
Word Processing Equipment Training Reports (New)

This bank relates to the training of departmental employees on word processing equipment and contains samples of the work performed during training, comments by the trainee, and copy of the letter to the trainee's supervisor regarding the results of the training. This bank also contains a command summary. This information relates to the employees of National Revenue Taxation. This bank is used to provide a history of employees' training on word processing equipment. Records in the bank are retained for five years.

RCT/P-PE-806
Personal Loan Cards (New)
Description: This bank consists of cards maintained to record the issuance of equipment such as briefcases, portfolios, and portable calculators to departmental employees.
Class of Individuals: Employees of National Revenue Taxation.
Purpose: To maintain control over the location of specific types of equipment.
Retention and Disposal Standards: One year after return of equipment.
PAC# = 78-001
TBS Registration Number: 001764

STANDARD BANKS

The following banks are located at headquarters and in the regions.

RCT/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or

three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001

TBS Registration Number: 001289

RCT/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The bank provides a record of the information used in staffing positions in a government institution.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001

TBS Registration Number: 001290

RCT/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001

TBS Registration Number: 001291

RCT/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001

TBS Registration Number: 001292

RCT/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001

TBS Registration Number: 001293

RCT/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also

contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001

TBS Registration Number: 001294

RCT/P-SE-907

Occupational Health and Safety

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001

TBS Registration Number: 001295

RCT/P-SE-908

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.

Consistent Uses: To determine liability for such accidents and to approve damage settlements.

Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001

TBS Registration Number: 001296

RCT/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001

TBS Registration Number: 001297

RCT/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001

TBS Registration Number: 001298

RCT/P-SE-911
Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 001299

RCT/P-SE-912
Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001300

RCT/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 001301

RCT/P-SE-914
Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 001302

RCT/P-SE-915
Conflict of Interest and Post-Employment Code
Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001303

RCT/P-SE-916
Employee Assistance
Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be

maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001304

RCT/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 001305

RCT/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.
Class of Individuals: Departmental employees.
Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.
Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 001306

RCT/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.
Consistent Uses: To support decisions on transfer and discipline of employees.
Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.
PAC# = 85-001
TBS Registration Number: 001307

NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL

Chapter 72

Background

The Natural Sciences and Engineering Research Council (NSERC) is a departmental Crown corporation that was established on May 1, 1978. Its purpose is to promote and assist research in the natural sciences and engineering, and to advise the Minister of State for Science and Technology on matters relating to such research as the Minister may refer to the Council for its consideration. NSERC is responsible for the management and administration of the Program of Scholarships and Grants in Aid of Research. These grants and scholarships are intended primarily for university research and graduate students.

Access Procedures

Enquiries should be addressed to

Access to Information and Privacy Co-ordinator
Natural Sciences and Engineering Research Council
200 Kent Street
Ottawa, Ontario
K1A 1H5

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

SER/P-PU-005
Individual Grants to University Researchers

This bank contains details on the post-secondary education, professional experience and research proposals as supplied by the applicant. An individual's file may contain evaluations by third parties, e.g., referee or committee assessments. Files contain the decision of the Council on grant applications and the financial and administrative data pertaining to each individual grant. The bank is maintained for the administration and awarding of the following types of grants: individual operating grants; equipment grants; project grants; travel grants; special grants; northern supplements; University-Industry Program, including PRAI (project research applicable in industry), and co-operative research grants; forestry development grants; and individual and equipment strategic grants. All information requested from applicants for NSERC awards is collected in order to review applications, administer awards and evaluate programs. Included in these uses are consultation with other granting agencies to determine the most appropriate review mechanism or sources of funding and statistical studies conducted by NSERC or other agencies on research funding in Canada. NSERC may also use this information in connection with appointments to its committees. Lists of awards made are published annually. Access procedures require name, university affiliation, department and the type of grant applied for by the individual. The retention period for records in this bank is under review.

SER/P-PU-010
Group Grants to University Researchers

This bank contains details of post-secondary education and professional experience as supplied by individual researchers through the principal applicant for the grant concerned, referee and committee assessments, if any, Council's decision, and financial and administrative data. The bank is maintained for the administration and awarding of the following types of group grants: team operating grants; major equipment grants; northern supplements; project grants; collaborative special project (SCP) grants; infrastructure grants; major installation grants; research development grants; forestry development grants; group strategic grants; University-Industry Program including PRAI (project research applicable in industry) and co-operative research grants. All information requested from applicants for NSERC awards is collected in order to review applications, administer awards and evaluate programs. Included in these uses are consultation with other granting agencies to determine the most appropriate review mechanism or sources of funding and statistical studies conducted by NSERC or other agencies on research funding in Canada. NSERC may also use this information in connection with appointments to its committees. Lists of awards made are published annually. Access procedures require name, university affiliation, department, type of group grant applied for, title of application, name of principal applicant and university affiliation. The retention period for records in this bank is under review.

SER/P-PU-015
Scholarships and Fellowships

This bank contains curricula vitae, personal information, referee reports in some cases, Council's decision, and financial and administrative data. All information requested from applicants for NSERC awards is collected in order to review applications, administer awards and evaluate programs. The bank is maintained for the administration and awarding of the following types of awards: Undergraduate Summer Research Awards (university and industry); NSERC Postgraduate Scholarships; Science Librarianship and Documentation Scholarships; Meteorology and Atmospheric Sciences Fellowships; 1967 Science and Engineering Scholarships; NSERC Postdoctoral Fellowships; NATO Science Fellowships; University Research Fellowships; Industrial Research Fellowships; Industrial Postgraduate Scholarships; Visiting Fellowships in Canadian Government Laboratories. Included in these uses are consultation with other granting agencies to determine the most appropriate review mechanism or sources of funding and statistical studies conducted by NSERC or other agencies on research funding in Canada. NSERC may also use this information in connection with appointments to its committees. Lists of awards made are published annually. Access procedures require name, home address, social insurance number and the type of award applied for. The retention period for records in this bank is under review.

SER/P-PU-020
Awards to Senior University Researchers

This bank contains information pertaining to the administration and awarding of the following awards to university faculty: Senior Industrial Fellowships; E.W.R. Steacie Fellowships. The records contain curricula vitae of applicants, referee reports, Council's decision, and financial and administrative data. All information requested from applicants for NSERC awards is collected in order to review applications, administer awards and evaluate programs. Included in these uses are consultation with other granting agencies to determine the most appropriate review mechanism or sources of funding and statistical studies conducted by NSERC or other agencies on research funding in Canada. NSERC may also use this information in connection with appointments to its committees. Lists of awards made are published annually. Access procedures require name, university affiliation, department, type of award and year of nomination. The retention period for records in this bank is under review.

SER/P-PU-025
Membership of Council and Committees

This bank contains letters nominating individuals for service on Council and its committees, letters of invitation and letters of thanks. The information is used to assist in the selection and appointment of members. The membership of Council and committees is made public. Persons requesting access should provide name, affiliation, name of committee and date of membership. The retention period for records in this bank is under review.

SER/P-PU-030
International Scientific Exchange Programs

This bank contains information used in the administration of the Bilateral Exchange Programs, International Scientific Exchange Awards, International Collaborative Research Grants and CIDA/NSERC Research Associateships. It contains personal data on the participants and may contain third-party comments. Lists of awards made are published annually. Access procedures require name, address and university. The retention period for records in this bank is under review.

SER/P-PU-035
Access Request Data Bank (New)
Description: This bank contains the access request forms sent by individuals requesting access to NSERC records and to personal information, the replies to such requests, and information related to their processing.
Class of Individuals: Canadian citizens, landed immigrants, or other individuals authorized by Order-in-Council who have made requests under the *Access to Information Act* or the *Privacy Act*.
Purpose: The purpose of this bank is to administer requests made under the *Access to Information Act* and the *Privacy Act* and to report on the number of requests received.
Retention and Disposal Standards: Files are maintained for two years following the last administrative action.
PAC# = 78-001
TBS Registration Number: 001627

SER/P-PU-040
Grants for Scientific Publications (Books and Monographs)

This bank contains applications, Council's decision on grant applications, the financial and administrative data pertaining to each grant and may contain third-party evaluations. The bank is maintained for the administration and awarding of grants to publishers of scientific books or monographs. Lists of awards made are published annually. The retention period for records in this bank is under review.

SER/P-PU-045
Employment Applications

This bank contains information for reference on candidates available for employment at the Natural Sciences and Engineering Research Council when vacancies arise. Records contain letters, completed application forms, applicant résumés; it may contain comments of the interviewer, letters of reference and other application information on individuals who have applied for specific advertised openings or an appropriate future opening. Individuals wishing access should provide their full name, address and date of birth. Records are retained for two fiscal years and then destroyed.

SER/P-PU-050
Lists of External Referees

This electronic data processing bank contains names, affiliation and mailing addresses of individuals in Canada and abroad who are asked by the Council to review proposals for grants to individuals and groups. The information is used to select external referees for research proposals. Only a few of the fields of natural sciences and engineering are included in this bank. Persons requesting access should provide field of research, name and affiliation. The retention period for records in this bank is under review.

Classes of Personal Information

The general subject files of the Natural Sciences and Engineering Research Council contain a certain amount of personal information not arranged or retrievable by personal identifiers. Typically, this includes routine requests for information from the public or information about individuals (i.e., name, address, views or opinions) that is stored in subject files as a consequence of the dialogue between NSERC and the research community on program matters.

This kind of personal information is not used for any administrative purpose and is normally retrievable only if specifics are given concerning the date, subject and circumstances under which the information was provided. The retention period for this class of personal information is governed by schedules approved by the Dominion Archivist for the various subject files in which it is stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The Natural Sciences and Engineering Research Council (NSERC) and the National Research Council (NRC) share common personnel services. Most of the files on employees are kept at NSERC, except those on Official Languages which are kept at NRC (NRC/P-SE-906).

Enquiries concerning the Official Languages bank and other Standard Banks listed below should be addressed to

Access to Information and Privacy Co-ordinator
Natural Sciences and Engineering Research Council
4th Floor, 200 Kent Street
Ottawa, Ontario
K1A 1H5

PARTICULAR BANKS

SER/P-PE-801
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001628

STANDARD BANKS

SER/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

PAC# = 85-001

TBS Registration Number: 001629

SER/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibilility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The bank provides a record of the informaton used in staffing positions in a government institution.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001630

SER/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel data bases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001631

SER/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 001632

SER/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 001633

SER/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001634

SER/P-SE-907
Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 001635

SER/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information

regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001636

SER/P-SE-909
Security Clearance
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
*TBS Registration Number:*001637

SER/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001638

SER/P-SE-911
Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 001639

SER/P-SE-912
Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001640

SER/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 001641

SER/P-SE-914
Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 001642

SER/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001643

SER/P-SE-917

Indentification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 001644

NORTHERN CANADA POWER COMMISSION

Chapter 73

NORTHERN CANADA POWER COMMISSION

Background

The Northern Canada Power Commission (NCPC) is a federal Crown corporation which operates under authority of the *Northern Canada Power Commission Act*. It is concerned with the planning, construction and management of public utilities, primarily electrical, on a commercial basis. For this purpose, it is empowered to survey utility requirements, construct utility plants in the Northwest Territories, the Yukon Territory, and, subject to the approval of the Governor in Council, elsewhere in Canada.

The Commission is the principal producer of electricity north of 60° and operates the main transmission networks in the Yukon and Northwest Territories. Heat, water and sewerage service utilities are operated at Inuvik, Northwest Territories. Wholesale heat supply is provided to the government for distribution in Frobisher Bay. Residual heat recovery systems are operated at several locations.

The Commission's head office is located at Edmonton, Alberta. District offices are located in Yellowknife and Frobisher Bay in the Northwest Territories and Whitehorse in the Yukon Territory.

It is a requirement of the Act that operations of the Commission shall be self-sustaining within each rate zone as defined in the Act. Consequently, rates charged for utilities supplied must provide sufficient revenue to cover interest and principal payments on loans made to the Commission, operating, maintenance, administrative and all other expenses, and contingency allowances. A 1975 amendment to the Act enables the Commission to charge rates for utilities on a zone basis. (Such rates to provide revenue sufficient to cover interest on investment, repayment of principal, operating and maintenance expenses, and a contingency reserve.)

Access Procedures

Please direct enquiries concerning the *Privacy Act* to

Corporate Secretary
Northern Canada Power Commission
7909-51st Avenue
P.O. Box 5700, Station L
Edmonton, Alberta
T6C 4J8

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

NCP/P-PU-005
Applications for Employment

This bank contains recruitment action requests, job descriptions, competition posters, candidate applications and résumés, and lists of candidates. It also contains applications and résumés of individuals who qualify for positions within NCPC but for which no openings exist. It is used to select candidates and to staff positions for appointments and promotions. Applications are kept for six months from the date the application is received.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to the Privacy Co-ordinator at the address above.

PARTICULAR BANKS

NCP/P-PE-801 *Formerly Identified as:* NCP/P-SE-915
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Kept on file until employment with Commission is terminated.
PAC# = 85-001
TBS Registration Number: 001686

STANDARD BANKS

NCP/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health

and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 001687

NCP/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001688

NCP/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001689

NCP/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.
*Retention and Disposal Standards:*Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 001690

NCP/P-SE-907
Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.

PAC# = 85-001

TBS Registration Number: 001691

NCP/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

*Retention and Disposal Standards:*Three years following resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001692

NCP/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

PAC# = 85-001

TBS Registration Number: 001693

NCP/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

*Retention and Disposal Standards:*Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001694

NCP/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 001695

NCP/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.

Consistent Uses: To support decisions regarding employee assistance measures.

Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001696

NORTHERN PIPELINE AGENCY

Chapter 74

NORTHERN PIPELINE AGENCY

Background

The Northern Pipeline Agency was established with the proclamation of the *Northern Pipeline Act* on April 13, 1978, for the purpose of overseeing the planning and construction of the Canadian portion of the Alaska Highway gas pipeline, to provide access to the substantial Arctic natural gas reserves of both Canada and the United States.

Overall Responsibilities

The Agency's mandate is twofold: (i) it is required to facilitate the efficient and expeditious planning, construction and initial operation of the system in Canada by Foothills Pipe Lines (Yukon) Ltd. and five of its subsidiary companies; and (ii) it is also required to ensure that the project is carried forward in a way that will yield the maximum economic energy and industrial benefits for Canadians, with the least possible social and environmental disruption.

In particular, the Agency is directed by the Act to take account of the local and regional interests of residents, especially native residents, in areas affected by the undertaking.

Access Procedures

Enquiries and requests for access to personal information should be addressed to

Comptroller
Northern Pipeline Agency
Station 210, Centennial Towers
200 Kent Street
Ottawa, Ontario
K1A 0E6
Telephone: (613) 993-7466

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

NPA/P-PU-005

Application for Employment

Description: The bank maintains an inventory of applicants from the general public or the federal government for employment with the Northern Pipeline Agency. It includes applications for employment, curricula vitae, letters of reference and other personal information. Individuals are identified by name. The Office of the Commissioner is responsible for this personal bank.
Class of Individuals: Applicants for employment in the Agency.
Purpose: The bank is used to identify applicants, their skills and abilities, work histories, or education for possible future appointments to the Agency staff.
Consistent Uses: The bank is used in the staffing of Agency positions.
Retention and Disposal Standards: Records are retained in the bank for two calendar years. (under review)
TBS Registration Number: 000737

NPA/P-PU-010

Service Contract Files

Description: The bank maintains information on individuals or firms engaged under contract. The files contain data referring to curricula vitae, rates charged for service, dollar values of contracts, terms of contracts and previous contracts.
Class of Individuals: Individuals performing services for the Agency either directly or through their firms.
Purpose: The bank was established to record information relating to individuals and firms providing services to the Agency under contract to the Agency.
Consistent Uses: The bank is used to record information relating to persons and firms providing services to the Agency under contract and to control payments for such services.
Retention and Disposal Standards: The files in the bank are kept for six years following completion of the services.
PAC# = 78-001
TBS Registration Number: 000738

NPA/P-PU-015

Expenditure Records

Description: The bank contains documentation in support of expenses incurred by employees in the performance of their duties including authorization for expenditure, advances and claims.
Class of Individuals: Employees.
Purpose: The documentation in the bank is used to support payments to employees and is retained for the purposes of audit.
Consistent Uses: The bank is used in the administration and verification of expense claims of employees.
Retention and Disposal Standards: Information in the bank is retained covering the most recent six fiscal years of the employee, including the current fiscal year.
PAC# = 78-001
TBS Registration Number: 000739

NPA/P-PU-020

Access Request Data Bank

Description: The bank contains access request forms received from individuals requesting access to their files, the replies to such requests and information related to processing.
Class of Individuals: Employees, applicants for employment, and individuals providing services under contract.
Purpose: The bank provides information on access requests.
Consistent Uses: The bank records requests for access and provides information on periodic reports on requests.
Retention and Disposal Standards: Files are retained for two years. (under review)
TBS Registration Number: 000740

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct enquiries about the following banks to the address given under Access Procedures.

PARTICULAR BANKS

NPA/P-PE-801

Contingency Payment Plan

Description: This bank contains the number and name of senior employees of the Northern Pipeline Agency who are entitled to a loss-of-office contingency payment.
Class of Individuals: Senior employees of the Agency.
Purpose: The bank was established to maintain a record of the entitlement of senior employees under the Contingency Plan.
Consistent Uses: The bank is used to record the entitlement of senior employees to a contingency payment.
Retention and Disposal Standards: Files are retained for two years following the fiscal year in which payment is made.
TBS Registration Number: 000741

STANDARD BANKS

NPA/P-SE-901
Employee Personnel Record

This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. The information in this bank relates to departmental employees. The purpose of this bank is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. The information is used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. The information is retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

NPA/P-SE-903
Attendance and Leave

This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. The information relates to departmental employees. The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. The information is used to record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. Records are destroyed two years after expiry of the fiscal year.

NPA/P-SE-904
Pay and Benefits

This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The information is used to enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*. Records are destroyed two years after expiry of the fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

NPA/P-SE-913
Travel and Relocation

This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. The information relates to departmental employees. The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees. The information is used to administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

NORTHWEST TERRITORIES WATER BOARD

Chapter 75

NORTHWEST TERRITORIES WATER BOARD

Background

The Northwest Territories Water Board was established under Section 7 of the *Northern Inland Waters Act*, which was proclaimed on February 28, 1972. The Northern Inland Waters Regulations were promulgated on September 14, 1972. Two amendments to the regulations have been made since; one on January 15, 1975, and the other on July 17, 1975.

The Board consists of not less than three and not more than nine members appointed by the Minister of Indian Affairs and Northern Development and is made up of at least one nominee of each department of the Government of Canada that in the opinion of the Governor-in-Council is most directly concerned with the management of the water resources in the Northwest Territories, and at least six persons named by the Commissioner-in-Council of the Northwest Territories. The Board held its founding meeting in Yellowknife, N.W.T. on April 18, 1972.

Overall Responsibilities

The Board provides for the conservation, development and use of the water resources of the Northwest Territories in a manner that will provide the optimum benefit for all Canadians, and for the residents of the Territories in particular. Under the Act an application must be made to the Board and either an authorization or licence issued prior to the use of any waters or disposal of any waterborne waste. The requirement for application applies equally to departments and agencies of the federal government. The only exclusions are the use of water for domestic purposes, for extinguishing a fire or, in an emergency, for controlling or preventing a flood.

Access Procedures

Please direct all formal requests under the *Privacy Act* to

Executive Secretary
Northwest Territories Water Board
Precambrian Building, 9th Floor
P.O. Box 1500
Yellowknife, Northwest Territories
X1A 2R3
Telephone: (403) 920-8191

PACIFIC PILOTAGE AUTHORITY

Chapter 76

PACIFIC PILOTAGE AUTHORITY

Background

As a result of recommendations made by a Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor-in-Council and proclaimed in force February 1, 1972.

The *Pilotage Act* created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities — Atlantic, Laurentian, Great Lakes and Pacific are Crown corporations, responsible to Parliament through the Minister of Transport.

Pacific Pilotage Authority, Ltd. was incorporated pursuant to the *Pilotage Act* on February, 1972 as a Schedule "D" Crown corporation within the meaning and purpose of the *Financial Administration Act*.

The Pacific Pilotage Authority, Ltd. is in general governed by the following: *Canada Shipping Act; Pilotage Act;* General Pilotage Regulations; Pacific Pilotage Regulations; Authority by-laws.

Overall Responsibilities

The role of the Authority is to establish, operate, maintain and administer in the interest of safety, an efficient and economical pilotage service within its geographical boundaries; that being all coastal waters of British Columbia and the Fraser River. As a further goal, the Authority prescribes tariffs of pilotage charges that are to be fair, reasonable and consistent with providing revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

The Pacific Pilotage Authority, Ltd. consists of a chairman, and six members appointed by the Governor-in-Council.

The Authority's head office is located in Vancouver, British Columbia. All management services — administrative, personnel, financial, contracts, purchasing, etc. — are provided by the Vancouver office.

Access Procedures

Please direct enquiries to

Chief Financial Officer
Pacific Pilotage Authority, Ltd.
Suite 300
1199 West Hastings Street,
Vancouver, British Columbia
V6E 4G9

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

PPA/P-PU-005
Service Contracts

The files maintain information on awarded contracts and tenders leading towards contracts; listing of suppliers providing specific services; documentation leading towards contracts — selections made; and signed contracts between the Authority and successful suppliers. They can be accessed by providing contract number and description of service. The information relates to general suppliers of desired services. The information was obtained for the purpose of recording reference data, past performance, historical experience, etc. to solicit or obtain services for major specific supplies and services or common requirements. Consistent uses are the procurement or purchase of supplies and services as the need arises at contract-out levels. Records are retained for 10 years.

PPA/P-PU-010
Procurement

This bank contains purchase regulations and signing authority; quotations on supplies and services obtained; and a purchase register. It can be accessed through purchase order number and description of service, and name and address of supplier. The information relates to general merchants of required supplies and services. The information was obtained for the purpose of recording reference data such as specifications, past purchase experience and other details about individual suppliers of goods and services. Consistent uses are the purchase of supplies and services at common and routine levels. Records are retained for five years.

PPA/P-PU-015
Accounts Receivable Files

This bank contains records of invoicing and payments received; details on outstanding accounts; accounts receivable statements; aged receivable listings; and collection on slow or bad accounts. Access to this bank can be obtained through name, address, date, number and details of invoice. This information relates to general agents and ship owners using the pilotage services. The information was obtained for reference on monies received and outstanding accounts. Consistent uses are for receivable records on services provided to the shipping industry. Records are retained for three years.

PPA/P-PU-020
Accounts Payable Files

This bank contains a record of payments, and financial details thereof; and account numbers of individuals or firms involved in supply of goods and services. File is alphabetical by name of firm or individual. Voucher and payments are maintained in hard copy and in date sequence. Documents from the current and past year are in hard copy. Information from the previous year is on microfilm. Access to this bank is obtained by providing the name of the supplier, account number, date, and identification of goods supplied. This information relates to general firms or individual suppliers of received services and goods. The information was obtained for reference and payment purposes. Consistent uses are for payment records of goods and services received. Records are retained for three years.

PPA/P-PU-025
Application for Employment File

This bank contains a hard copy file of resumés of applicants having the special marine or boat crew skills and training required for the operational functioning of the Authority. Applications meeting the operational skills are retained for two years. Access to this file requires name, address and date of application. This information relates to prospective qualified applicants for employment. The information was obtained to record names of qualified applicants to fill open positions as the need arises. Consistent uses are for copies of applications for employment. Records are retained two years.

PPA/P-PU-030
Register of Pilots

This bank contains a record in book form called the Pilot's Establishment Book, consisting of an alphabetical list and documentation of information, physical characteristics, licences, and certificates as well as the individual's accident or incident reports. An individual has access to his own file in this bank by providing name and pilot number. This information relates to approximately 95 professional marine pilots on contract. It was obtained as required under the *Pilotage Act*. It provides a general record of each individual pilot on contract containing name, address, age, medical record, physical characteristics, licences, certificates, qualifications and record of accidents and incidents. Consistent uses are for personal and experience references. Records are retained for an indefinite period.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to

Secretary
Pacific Pilotage Authority
Suite 300
1199 West Hastings Street,
Vancouver, British Columbia
V6E 4G9
Telephone: (604) 666-6771

PARTICULAR BANKS

The following bank is located at headquarters.

PPA/P-PE-801
Register of Employee Pilots

This bank is alphabetically filed in the Pilots Establishment Book, consisting of an alphabetical list and documentation of physical characteristics, licenses, and certificates, as well as the individual's accident or incident reports. An individual has access to his own file in this bank by providing name and pilot's number. The information relates to pilots employed by the Authority. The information was obtained as required under the *Pilotage Act*. It is a general record on each individual employee pilot including name, address, age, medical record, physical characteristics, licenses, certificates, qualifications and record of accidents and incidents. Consistent uses are for personal and experience references. Records are retained for an indefinite period.

STANDARD BANKS

PPA/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000734

PPA/P-SE-903
Attendance and Leave Records
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct

identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000735

PPA/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

PAC# = 85-001

TBS Registration Number: 000736

PENSION APPEALS BOARD

Chapter 77

PENSION APPEALS BOARD

Background

The Tribunal was constituted by the Parliament of Canada, pursuant to an agreement with the Government of Québec, whereby it is responsible for the hearing of appeals which arise from decisions of the Minister of National Revenue and the Minister of National Health and Welfare under the Canada Pension Plan, and from decisions of the Minister of Revenue of Québec and in some circumstances from decisions of La Commission des Affaires Sociales under the Québec Pension Plan.

This Act does not apply to any material which is held by the Board relating to appeals arising under the Québec Pension Plan. The enquirer in such cases should be directed to the pertinent officals of that province.

All decisions of this Board, with respect to the Canada or Québec Pension Plan, are available to the public from the CCH Canadian Employment Benefits and Pension Guide Reports, Volume II, pages 5951 and following.

Both the document mentioned above and the decisions of the Board are held by the departments involved. Any enquiries should be directed to them.

Access Procedures

The Privacy Co-ordinator for the Pension Appeals Board is

The Registrar
Pension Appeals Board
P.O. Box 8567, Postal Terminal
Ottawa, Ontario
K1G 3H9
Telephone: (613) 995-0612

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

PAB/P-PU-005
Appeals

The purpose of this bank is to record the proceedings before the Pension Appeals Board. A completed file normally contains the notice of appeal, the reply to the notice of appeal, copies of correspondence and documents submitted by the parties involved in the appeal, and copies of decisions related to the appeal.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please contact the Registrar at the above address for information about the following bank.

PARTICULAR BANKS

PAB/P-PE-801
Employee Records

The purpose of this bank is to maintain a general personnel information system. It contains records on appointments, attendance, leave, competitions, selection, education, pay, personal history and superannuation.

PRIVY COUNCIL OFFICE

Chapter 78

PRIVY COUNCIL OFFICE

Background

The Privy Council Office provides for the operation and support of the central decision-making mechanism of the Government of Canada.

Access Procedures

Enquiries and requests for access should be addressed to

Privacy Co-ordinator
Privy Council Office
Blackburn Building
85 Sparks Street, Room 409
Ottawa, Ontario
K1A 0A3
Telephone: (613) 992-5245

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

PCO/P-PU-005
Security and Intelligence Information Files

This bank contains documentary information concerning security-related investigations or reports on individuals identified as potential risks to national security and who have been brought to the attention of the PCO by a governmental investigative agency or another department. Information in this bank relates to public servants, former public servants, candidates for the public service (95%) and a small number of persons whose activities have been brought to the attention of the PCO (5%). The information has been compiled to inform the PCO of national security concerns relating to these individuals. Most of the information was collected by CSIS or the former RCMP Security Services. This information is retained indefinitely. *Note:* This is an exempt bank pursuant to Section I8 (1) of the *Privacy Act*.

PCO/P-PU-010
Petitions and Submissions

This bank contains petitions or submissions made to the Governor in Council. The petitions can be pursuant to legislative requirements or arising from personal concerns of individual citizens. The petitions can also be sent to the Privy Council, Cabinet, the Prime Minister and the Clerk of the Privy Council. The legislative provisions include such statutes as the Criminal Code, the *Criminal Records Act*, the *Judges Act*, the *Immigration Act*, the *National Defence Act*, the *Broadcasting Act*, and the *National Transportation Act*. Individuals can be members of the general public, members of the Armed Forces, judges or inmates of penitentiaries. In other words, no class of individual is particularly involved. Every citizen of Canada has the right to petition the Crown concerning any matter. In addition, certain statutes provide a right to petition the Governor in Council. This material is not collected or obtained by the PCO but is sent to the PCO. No form is required nor format. The petition or submission is reviewed and an opinion as to the validity of the claim is provided to the Governor in Council. No use is made of the material other than that specifically related to the claim of the petitioner or applicant. Records are retained for an indefinite period.

PCO/P-PU-015
Professional Service Contract Files

This bank includes business and individual professional service contract files for the Prime Minister's Office, the President of the Privy Council, the Office of the Leader of the Government in the Senate, the Privy Council Office and the Federal-Provincial Relations Office. It contains management recommendations, outline of service, biographic information and formal signed contracts. The main use of the bank is to report on status and commitment values and audit of payment. Consistent use is for the preparation of statistical information for response to parliamentary questions. Records are retained indefinitely.

PCO/P-PU-020
Governor in Council Personnel Records

This bank contains manual and computerized personnel information on current, former and possible incumbents of positions occupied by individuals appointed by the Governor in Council. Records include appointment information, appraisals, classification level, correspondence and memoranda, education and employment history, pay, insurance and superannuation data, selection documents, succession plans and career planning information. The bank is used primarily for administrative purposes with regard to Governor in Council appointments. Information in this bank relates to Governor in Council appointees and potential candidates for Governor in Council positions. The information is compiled to support the requirements of the Senior Personnel Secretariat in its role with respect to the identification of candidates, manpower planning, career development, performance appraisals, salary revisions and maintenance of information on Governor in Council appointments. Records are retained for an indefinite period.

PCO/P-PU-025
Security Clearance Investigation Bank

This bank includes the security clearance records of the Prime Minister's Office, the Privy Council, the Federal-Provincial Relations Office, various Royal Commissions and Task Forces, the Office of the President of the Privy Council, the Office of the Leader of the Government in the Senate, the Canadian Intergovernmental Conference Secretariat, Government House, the Canadian Human Rights Commission, the Deputy Prime Minister's Office, the Foreign Claims Commission, the Offices of the Information and Privacy Commissioners, the IDRC, the Northern Pipeline Agency, the SIRC, Status of Women, Elections Canada, employment agency personnel employed in all these agencies and certain Order-in-Council appointments. This bank contains personal history forms, fingerprint forms and record of criminal convictions (if any), record of security briefing, summary of RCMP field investigations and correspondence related to the security clearance process and the issuance of identification cards. (A notation of level of clearance may be included with the official personnel record.) The information relates to employees, candidates for employment, Order- in-Council appointees or candidates for appointment by Order-in-Council and employment agency personnel. Records in this bank are used to enable the Deputy Head to determine an employee or applicant's security clearance level, to provide security assessments to the Privy Council Office, to issue identification cards and building passes and to assist in decisions on transfers, promotions or appointments. They may be disclosed to other Departmental Security Officers, upon request, where an employee transfers to another agency or department. Records related to the issuance of identification cards are retained for six months after the card expires. Records related to the security clearance investigation process are kept for a minimum of three years after termination of employment and all are destroyed after five years.

PCO/P-PU-030
Standards of Conduct Compliance Records

This bank consists of material related to compliance with the government's policy on conflict of interest and other standards of conduct by holders of public office including ministers, parliamentary secretaries, ministerial exempt staff, Governor-in-Council appointees, public servants and other persons hired or appointed by the government. The consistent uses of these records are for determining precedents with respect to the Conflict of Interest and Post-Employment Code and for considering amendments to existing policies. Records are retained for an indefinite period.

PCO/P-PU-035
Access Request Data Bank
Description: This Bank contains the Access Request forms sent by individuals requesting access to their records, the replies to such requests and information relating to their processing. It is used for processing Access Requests only, and to prepare statistical reports (quarterly and annually) on the number of Requests received and processed.
Class of Individuals: Members of the Public or Government Employees who make Access Requests for personal information about themselves, under the provisions of the *Privacy Act*.
Purpose: To administer the *Privacy Act*, which grants individuals a right of Access to Personal information about themselves and to compile statistical tables for the Treasury Board Secretariat.
Retention and Disposal Standards: Records are kept for 2 years.
TBS Registration Number: 001737

Classes of Personal Information

In the course of conducting the programs and activities of the Privy Council Office, categories of personal information may be accumulated which are not contained in the specific personal information banks described in the entry. Such personal information includes opinions from the general public concerning various issues being dealt with by parliamentary committees. This form of information is normally retrievable only if specifics are provided concerning the date and subject matter. The retention period for these classes of personal information is determined by the duration of the general subject files in which they are kept.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The Privy Council Office, the Prime Minister's Office, the Office of the President of the Privy Council, the Office of the Leader of the Government in the Senate, and the Federal-Provincial Relations Office are grouped together in the employee information banks section as they share common personnel and administrative services.

Please forward all requests for formal access to the address given under Access Procedures.

PARTICULAR BANKS

The following bank is located at headquarters.

PCO/P-PE-801
Security Clearance Investigation Bank

This bank includes the security clearance record of all employees of the Prime Minister's Office, Privy Council Office, Federal-Provincial Relations Office, various Royal Commissions and Task Forces, the Office of the President of the Privy Council, the Office of the Leader of the Government in the Senate, the Canadian Intergovernmental Conference Secretariat and employment agency personnel employed there. This bank contains personal history forms, fingerprint forms and record of criminal convictions (if any), record of security briefing, summary of RCMP field investigations and correspondence related to the security clearance process and the issuance of identification cards. (A notation of level of clearance may be included with the official personnel record.) Records in this bank are used to determine the level of security clearance and to issue identification cards and building passes, and may be used to assist in decisions on transfers and promotion. Records related to the issuance of identification cards are retained for six months after the card expires. Records related to the security clearance investigation process are kept for a minimum of three years after termination of employment and all are destroyed after five years.

STANDARD BANKS

The following banks are located at headquarters.

PCO/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is

also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 001722

PCO/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001723

PCO/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001724

PCO/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 001725

PCO/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 001726

PCO/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001727

PCO/P-SE-907

Occupational Health and Safety

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.

PAC# = 85-001

TBS Registration Number: 001736

PCO/P-SE-908

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.

Consistent Uses: To determine liability for such accidents and to approve damage settlements.

Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001733

PCO/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001728

PCO/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable

collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 001729

PCO/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001730

PCO/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 001731

PCO/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 001732

PCO/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001734

PCO/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001735

PUBLIC ARCHIVES

Chapter 79

Background

The purpose of Public Archives Canada is the systematic preservation of government and private records of Canadian national significance, in order to facilitate not only the effective and efficient operation of the Government of Canada and historical research in all aspects of the Canadian experience, but also the protection of rights and the enhancement of a sense of national identity based on archives as the collective memory of the nation.

This broad mandate obliges the Public Archives to preserve material from the private sector as well as federal government institutions. The banks and classes of federal government records described in this publication, however, do not include material placed in the Public Archives by persons or organizations other than government institutions. Access conditions to collections acquired from the private sector are normally established by negotiation between the donor and the Public Archives.

Access Procedures

Please address enquiries and requests for formal access to

Director
National Personnel Records Centre
Public Archives Canada
Tunney's Pasture
Ottawa, Ontario
K1A ON3

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

PAC/P-PU-005

Financial Administration Records

Description: Contains correspondence, pay and insurance information, equipment and materials information, training and travel information and personal services contracts.

Class of Individuals: Individuals doing financial business with the Public Archives or the National Library.

Purpose: To provide information about financial transactions pertaining to all activities of the Public Archives or National Library.

Retention and Disposal Standards: Retention period — six years.

TBS Registration Number: 000545

PAC/P-PU-010

Prisoner of War Index — German Nationals

Description: Contains limited personal information which might include, in addition to name, service number, unit, POW number, employment record, pay sheets, names of camps, etc.

Class of Individuals: German nationals who were incarcerated in Prisoner-of-War camps in Canada during World War II.

Purpose: Verfication of periods of incarceration in POW camps.

Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the Public Archives for archival purposes and the remainder destroyed.

Related to COR: PAC/NPR-165

TBS Registration Number: 000546

PAC/P-PU-015

Canadians of Alien Parentage — World War II

Description: Contains limited personal information which might include, in addition to name, employment status, complaints, camp conditions, escapes, etc.

Class of Individuals: Canadians of alien parentage who were held in camps during World War II.

Purpose: Verification of periods of incarceration and settlement of war claims.

Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the Public Archives for archival purposes and the remainder destroyed.

Related to COR: PAC/NPR-165

TBS Registration Number: 000547

PAC/P-PU-020

Access Request Data Bank

Description: Contains the access request forms sent by individuals, the replies to such requests and information related to their processing.

Class of Individuals: Individuals requesting access to their files.

Purpose: To process access requests.

Consistent Uses: Statistical purposes for quarterly and annual reports.

Retention and Disposal Standards: Retained for two years after resolution and then destroyed.

PAC# = 78-001

TBS Registration Number: 000548

PAC/P-PU-025

Acquisition Records

Description: Contains research on potential archival acquisitions and correspondence with potential sources.

Class of Individuals: Individuals who have corresponded with the Archives concerning potential acquisitions.

Purpose: To develop acquisition priorities and values, to authenticate acquisitions and to trace archival collections.

Retention and Disposal Standards: All of this information will be retained by the Public Archives for archival purposes.

Related to COR: PAC/FAD-015

TBS Registration Number: 000549

PAC/P-PU-030

Research Applications

Description: Contains names, addresses and research data of individuals wishing to use the Public Archives research facilities.

Class of Individuals: Individuals who wish to use Public Archives research facilities.

Purpose: Prepare research passes, survey research use and opinion, create mailing lists and trace archival documents.

Retention and Disposal Standards: Retained for five years and then destroyed.

TBS Registration Number: 000550

PAC/P-PU-035

Research Enquiries

Description: Contains requests for research information and the response to these requests.

Class of Individuals: Individuals requesting information concerning research to be undertaken through Public Archives.

Purpose: Verify requests for information or financial charges, survey research use and opinion and to provide additional archival references when appropriate.

Retention and Disposal Standards: Enquiries are destroyed after five years; some of this information will be retained by the Public Archives

for archival purposes.
PAC# = 72-014
Related to COR: PAC/FAD-020; FTS-040; NMC-060; MAD-075; MRA-090; NPC-105; PID-120; PPB-145
TBS Registration Number: 000551

PAC/P-PU-040
Federal Investigative Bodies Request Bank
Description: Contains copies of requests for disclosure by federal investigative bodies and records of these disclosures.
Class of Individuals: Individuals who have had personal information about themselves disclosed to authorized federal investigative bodies.
Purpose: Allow the Privacy Commissioner to review disclosures, investigate complaints and report on any abuse of this disclosure provision.
Retention and Disposal Standards: Retained for two years from the date of disclosure and then destroyed.
TBS Registration Number: 000552

Classes of Personal Information

Under the *Privacy Act*, it is not necessary for records selected from other federal government institutions and transferred to the control of the Public Archives for archival or historical purposes to be described as personal information banks. Such personal information, which is contained in a large number of record groups covering a wide range of government program activities from agriculture to urban affairs, includes records from the Nineteenth Century to more recent years. Information about detailed records inventories for archival records and the regulations for disclosure of personal information under the control of the Public Archives for archival or historical purposes may be obtained by contacting

Federal Archives Division
Archives Branch
Public Archives of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N3

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The Public Archives of Canada and the National Library of Canada share common personnel and administrative services.

Please forward all requests for formal access under the *Privacy Act* to

Director
National Personnel Records Centre
Public Archives Canada
Tunney's Pasture
Ottawa, Ontario
K1A 0N3
Telephone: (613) 990-7575

CENTRAL BANKS

PAC/P-CE-701
PERSFILE Automated Index System
Description: The PERSFILE system identifies and locates banks within the National Personnel Records Centre. The system exists in both computerized and microfiche forms. Both forms of Index contain surname and given names, date of birth and identification number(s). In addition the computerized form contains sex, record status field, rank and type of service (military), last department, year of release (civilian) and locator number.
Class of Individuals: Former military and civilian employees of the federal government and former members of the RCMP.
Purpose: To identify and locate within the National Personnel Records Centre, personnel records of former government employees.
Retention and Disposal Standards: Computer information is deleted from the data bank one month after the date the relevant record has been destroyed or has been preserved by the Public Archives for archival purposes. The information on microfiche is retained for six months after that date.
Related to COR: PAC/NPR-170
TBS Registration Number: 000553

PAC/P-CE-702
Former Civilian Employees — Personnel Record
Description: Contains personal information similar to or the same as that described in the Standard Employee Banks listed in the *Personal Information Index*. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment.
Class of Individuals: Former civilian employees of the federal government.
Purpose: To verify decisions concerning employees, to determine any employee benefits which may still result from previous employment and to document a new personnel record in the case of re-employment.
Retention and Disposal Standards: Records are retained until the former employee reaches 70 years of age. Some of these records will then be preserved by the Public Archives for archival purposes and the remainder destroyed.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000554

PAC/P-CE-703
Former Civilian Employees — Public Service Commission Record
Description: Contains records created by the Public Service Commission to record and provide information for purposes of inventory staffing. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment.
Class of Individuals: Former civilian employees of the federal government.
Purpose: To verify information used in the identifying and assessing procedures of inventory staffing, manpower planning and general personnel management.
Retention and Disposal Standards: Records are retained until the former employee reaches 70 years of age. Some of these records will then be preserved by the Public Archives for archival purposes and the remainder destroyed.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000555

PAC/P-CE-704
Former Civilian Employees — DSS Superannuation Record
Description: Contains records created by the Department of Supply and Services to record all transactions affecting pensionable status under the Public Service Superannuation Act. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment.

Class of Individuals: Former civilian employees of the federal government.
Purpose: To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits.
Retention and Disposal Standards: Records are retained until the former employee reaches 70 years of age. Some of these records will then be preserved by the Public Archives for archival purposes and the remainder destroyed.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000556

PAC/P-CE-705
Former Civilian Employees — National Health and Welfare Medical Records
Description: Contains records created by National Health and Welfare to record health examinations. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment.
Class of Individuals: Former civilian employees of the federal government.
Purpose: For health and statistical purposes such as job placement, retirement, sick leave, etc., and other purposes as defined by the *Public Service Superannuation Act* and other legislation.
Retention and Disposal Standards: Records are retained until the former employee reaches 70 years of age. Some of these records will then be preserved by the Public Archives for archival purposes and the remainder destroyed.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000557

PAC/P-CE-706
Canadian Expeditionary Force (CEF) Routine Orders — World War I
Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, date of birth, unit served with and period of service.
Class of Individuals: Canadian Expeditionary Force (CEF) personnel from 1914 to 1919.
Purpose: To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims.
Retention and Disposal Standards: Records are retained for 90 years from the latest date of correspondence and then preserved by the Public Archives for archival purposes.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000558

PAC/P-CE-707
Army Reserve Force Pay Lists (1920-1949)
Description: Contains financial and pay information which includes name, service number, pay entitlements, units served with and periods of service. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service.
Class of Individuals: Canadian Army reserve personnel.
Purpose: To verify pay records, settle superannuation claims with the Department of Supply and Services and possibly to buy back service.
Retention and Disposal Standards: Records are retained for 54 years from date of compilation and then preserved by the Public Archives for archival purposes.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000559

PAC/P-CE-708
Royal Canadian Air Force (RCAF) — Daily Routine Orders
Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service.
Class of Individuals: Royal Canadian Air Force (RCAF) personnel from 1924-1967.
Purpose: To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims.
Retention and Disposal Standards: Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by the Public Archives for archival purposes and the remainder destroyed.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000560

PAC/P-CE-709
Canadian Army Wartime, Special Force and Regular Force — Part II Orders
Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service.
Class of Individuals: Canadian Army Wartime, Special Force and Regular Force personnel from 1939 to 1966.
Purpose: To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims.
Retention and Disposal Standards: Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by the Public Archives for archival purposes and the remainder destroyed.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000561

PAC/P-CE-710
Auxiliary Services Record — World War II
Description: Contains limited personal information and service details such as employment data, length and type of service, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, unit served with and, for Fire Fighters only, service number.
Class of Individuals: World War II Auxiliary Services personnel which include Fire Fighters, Red Cross Workers, Special Operators, War Correspondents and Voluntary Aid Detachment personnel.
Purpose: To verify periods of service and determine eligibility for pension benefits.
Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age and then preserved by the Public Archives for archival purposes.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000562

PAC/P-CE-711
Thirty Day Trainees — World War II
Description: Contains personal and service information such as name, service number, unit, period and location of service, medical category,

etc. Individuals seeking access to these records should provide their full given names and surnames, service number and date of birth.
Class of Individuals: Personnel who underwent special thirty-day military training under the *National Resources Mobilization Act* of 1940.
Purpose: To verify eligibility for pensions and other benefits and to provide individuals with proof of service.
Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the Public Archives for archival purposes and the remainder destroyed.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000563

PAC/P-CE-712
Royal Canadian Navy (RCN) Pay Record Sheets — World War II
Description: Contains financial and pay information which includes name, service number, pay entitlements, ships served on and periods of service. Individuals seeking access to these records should provide their full given names and surname, service number and ships served on.
Class of Individuals: Royal Canadian Navy personnel who served during World War II.
Purpose: To verify pay records and settle any pay claims.
Retention and Disposal Standards: Records are retained for 54 years from date of compilation and then preserved by the Public Archives for archival pruposes.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000564

PAC/P-CE-713
Newfoundland Forces — World War II
Description: Contains personal and service information which might include, in addition to full name, service number, period of service, units served with, etc. Individuals seeking access to these records should provide their full given names and surname, and service number.
Class of Individuals: Personnel who served with the Newfoundland Forces during 1939 to 1946.
Purpose: To verify length of service of Newfoundland Forces personnel and substantiate pension claims.
Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age and then preserved by the Public Archives for archival purposes.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000565

PAC/P-CE-714
Military Personnel Bank — World War I
Description: Contains personal and medical/dental information which may include enrolment documents, posting and promotion information, medical histories, separation documents, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number, unit served with and period of service.
Class of Individuals: Military personnel who served with the Canadian Forces during World War I.
Purpose: To authenticate service information for possible pension and other benefits and to provide the individual with proof of service.
Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age and then preserved by the Public Archives for archival purposes.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000566

PAC/P-CE-715
Army Reserve Force Pay Sheets (1948-1981)
Description: Contains financial and pay information which includes name, service number, pay entitlements, unit served with and period of service. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service.
Class of Individuals: Army Reserve Force personnel who served during the period between 1948 and 1981.
Purpose: To verify service and pay to settle pay claims and provide the individual with proof of service.
Retention and Disposal Standards: Records are retained for 54 years from date of compilation and then preserved by the Public Archives for archival pruposes.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000567

PAC/P-CE-716
Military Personnel Bank — World War II, Special, Reserves and Regular Forces
Description: Contains enrolment documents, posting and promotion information, pay records, period and location of service, general employment information, separation documents, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.
Class of Individuals: World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel (from 1946 to 1981) and Regular Force and Class C Reserve personnel.
Purpose: To authenticate service information for possible pension and other benefits, to support medical decisions and pension entitlement claims and to provide the individual with proof of service.
Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the Public Archives for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the Public Archives if judged to be of archival value.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000568

PAC/P-CE-717
Medical/Dental Records — World War II, Special, Reserves and Regular Forces
Description: Contains medical histories, special medical examinations, sick parade reports, tests and clinical opinions and reports, etc., as well as dental records. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.
Class of Individuals: World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel (from 1946 to 1981) and Regular Force and Class C Reserve personnel.
Purpose: To authenticate service information for possible pension and other benefits and to support medical decisions and pension entitlement claims.

Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the Public Archives for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the Public Archives if judged to be of archival value.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000569

PAC/P-CE-718
Microfiche Personal File — Regular Force and Class C Reserves
Description: Contains microfiche copies of limited correspondence and documents relating to an individual's service career. Individuals seeking access to these records should provide their full given names and surname, date of birth, service and period of service.
Class of Individuals: Some Regular Force and Class C Reserves personnel.
Purpose: To support decisions on pensions and other benefit entitlements.
Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age. Some of these records will then be presrved by the Public Archives for archival purposes and the remainder destroyed.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000570

PAC/P-CE-719
Service Pensions Bank — Regular Force
Description: Contains information on pension benefits and pension entitlements. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.
Class of Individuals: All Canadian Forces personnel who have contributed to a pension plan.
Purpose: To determine pension entitlements.
Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the Public Archives for archival purposes and the remainder destroyed.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000571

PAC/P-CE-720
Performance Evaluation Bank — World War II, Special, Reserves and Regular Force
Description: Contains records of performance of military personnel and may include personal evaluation reports, confidential personal assessments, reports on officers, course reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.
Class of Individuals: World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel.
Purpose: To support decisions on transfer, promotion, demotion, discipline, retention, release and other administrative rulings.
Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the Public Archives for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the Public Archives if judged to be of archival value.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000572

STANDARD BANKS

The following banks are located at headquarters.

PAC/P-SE-901
Employee Personnel Record

This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. The information in this bank relates to departmental employees. The purpose of this bank is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. The information is used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. The information is retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

PAC/P-SE-902
Staffing

The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) The information relates to departmental employees. The bank provides a record of the information used in staffing positions in a government institution, and is used to select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted. The records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

PAC/P-SE-903
Attendance and Leave

This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. The information relates to departmental employees. The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. The information is used to record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. Records are destroyed two years after expiry of the fiscal year.

PAC/P-SE-904
Pay and Benefits

This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The information is used to enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*. Records are destroyed two years after expiry of the fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

PAC/P-SE-905
Training and Development

This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. The information is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees. The records are destroyed two years after completion of the particular training and development undertaken by an employee.

PAC/P-SE-906
Official Languages

This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. The information relates to departmental employees. The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. The information is used to support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Two years after last documentation the records are destroyed.

PAC/P-SE-907
Occupational Health and Safety

The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908. The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program. The information is used to support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. The period of retention of the records is five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.

PAC/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents

This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907. The information relates to departmental employees. The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution. The information is used to determine liability for such accidents and to approve damage settlements. The records are destroyed two years after the settlement of individual claims.

PAC/P-SE-909
Security Clearances

This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank. The information relates to departmental employees. The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank. The information is used to support decisions on transfers, promotions, discipline and termination of employment. Two years after an employee leaves the institution for which the clearance was done the records are destroyed.

PAC/P-SE-910
Grievances

This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances. The information relates to departmental employees. The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board. Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board. Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

PAC/P-SE-911
Discipline

This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. The information relates to departmental employees. The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions. The information is used to support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment. The retention period for correspondence regarding investigations, testimony by witnesses and legal opinions is five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

PAC/P-SE-912
Performance Reviews and Employee Appraisals

This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. The information relates to departmental employees. The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. The information is used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. Records are destroyed after ten years for employees in the Management Resources Information System and three years for all other employees.

PAC/P-SE-913

Travel and Relocation

This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. The information relates to departmental employees. The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees. The information is used to administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC/P-SE-914

Parking

This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP. The information relates to departmental employees. The purpose of this bank is to maintain information for the administration of parking privileges. The information is used to issue parking permits. Records are destroyed two years after the permit expires.

PAC/P-SE-915

Conflict of Interest and Post-Employment Code

This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities. The information relates to employees of government institutions. The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period. The information is used to resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists, and to enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant. Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.

PAC/P-SE-916

Employee Assistance

This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. The information in this bank relates to departmental employees. The purpose of the bank is to record information necessary to the administration of the Employee Assistance Program and to determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. The information is used to support decisions regarding employee assistance measures. Two years following the date of the most recent reference to employee assistance the records are destroyed.

PAC/P-SE-917

Identification and Building-Pass Cards

This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building pass cards. Provision of the SIN by individuals is not mandatory. The information relates to departmental employees. The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards. The information is used to issue identification and building pass cards. Records are destroyed two years after expiry of identification and building-pass cards.

PUBLIC SERVICE COMMISSION

Chapter 80

PUBLIC SERVICE COMMISSION

Background

The Public Service Commission (PSC) is a politically independent agency accountable to Parliament for the administration of the *Public Service Employment Act* (PSEA).

The jurisdictional powers of the PSC rest with three commissioners — one chairman and two members. They are appointed by the Governor-in-Council for a 10 year term and have the status of deputy head. Together, the commissioners set the overall policy in accordance with the *Public Service Employment Act*. A majority of the commissioners constitutes a quorum. The chairman is chief executive officer.

The PSC, as it is known today, evolved gradually from the Civil Service Commission (CSC), which was established in 1908 under the *Civil Service Amendment Act*. This Act introduced the principle of merit as established by competition. However, it did not apply to positions outside of Ottawa. The *Civil Service Act* of 1918 placed the entire Service under the CSC. The *Civil Service Act* of 1962 preserved the independence of the Civil Service Commission and maintained the fundamental principles of the merit system.

The *Public Service Employment Act* of 1967 reaffirmed the merit principle and changed the name of the Civil Service Commission to the Public Service Commission. The PSC's main task became staffing, and the Commission was allowed to delegate staffing authority and power to departments. The PSC retained full responsibility for administering the appeals system. The Commission's responsibility for pay, classification and conditions of employment were transferred to the Treasury Board of Canada.

Overall Responsibilities

The primary responsibility of the Public Service Commission today is to ensure that the merit principle, as determined by the Commission, is upheld in Public Service staffing operations. This is accomplished through

- the appointment or provision for the appointment of qualified persons to or from within the Public Service;
- the development and administration of processes and standards for selection of candidates for positions in the Public Service;
- the operation of an appeals system for appointments and demotions or releases for incompetency or incapacity; and
- the conduct of audits to evaluate the manner in which staffing authority has been exercised.

PSEA also provides for the Public Service Commission to

- promote the participation of women, francophones, native people and other under-represented groups in the Public Service;
- ensure that physically and mentally handicapped persons are given effective equality of opportunity to compete for positions in the Public Service;
- provide professional leadership in facilitating, stimulating and operating programs of development and training, including language training and services, to bring about improvements in the skills and qualifications of Public Service employees;
- maintain an effective appeals mechanism for employees of the Public Service in respect of appointments, releases and demotions;
- investigate complaints of inequity and unfairness in employment under PSEA; and
- make decisions on allegations of political partisanship.

Members of the public seeking information about various PSC programs, services and policies are encouraged to telephone the Information Centre at (613) 996-5010. The Centre is located in Ottawa at 300 Laurier Avenue West (West Tower, L'Esplanade Laurier).

Access Procedures

Formal requests under the *Privacy Act*, should be forwarded to

Privacy Co-ordinator
Public Service Commission
L'Esplanade Laurier, West Tower
Ottawa, Ontario
K1A 0M7
Telephone: (613)993-7261

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Appeals and Investigations Branch

PSC/P-PU-005
Case Files, Anti-Discrimination
Description: This bank contains reports, interview notes, memoranda and letters, allegations and affidavits. All cases predate April 4, 1985 when the PSC's anti-discrimination mandate was terminated.
Class of Individuals: Non-public servants involved in allegations of discrimination made to the Anti-discrimination Directorate.
Purpose: This bank exists in accordance with Section 12(2) of the *Public Service Employment Act* to provide information in any investigation of alleged discrimination in the Public Service.
Consistent Uses: The bank is used to record and consolidate all information gathered during an investigation of alleged discrimination in view of determining the validity of the allegations and making recommendations, if warranted.
Retention and Disposal Standards: Records are retained for five years after completion of an investigation and then they are destroyed.
PAC# = 83-013
Related to COR: PSC/AIB-015
TBS Registration Number: 001420

PSC/P-PU-010
Investigations Directorate Files
Description: This bank contains excerpts of personnel file and/or competition file, interview notes, allegations or complaints, memoranda and letters, performance evaluations, press clippings and formal investigation report. It also contains information dealing with conciliation actions undertaken with departments, employees, representatives or complainants.
Class of Individuals: Non-public servants who have filed a complaint with the Investigations Directorate and persons involved in the complaint.
Purpose: This bank exists in accordance with Section 7 of the *Public Service Employment Act* to record information with respect to investigations.
Consistent Uses: The information is used so that allegations may be examined, recommendations made and corrective action taken if warranted.
Retention and Disposal Standards: Records are retained for five

years after completion of an investigation and then destroyed.
PAC# = 83-013
Related to COR: PSC/AIB-010
TBS Registration Number: 001421

Staffing Programs

PSC/P-PU-015
Applicant Inventory
Description: This bank contains applications/curricula vitae and screening selection information. The bank also contains records of applicants for the Co-operative Education Program.
Class of Individuals: Non-public servants who have applied for a position in the Public Service through the Applicant Inventory.
Purpose: This bank exists in accordance with Section 5(a)(ii) of the Public Service Employment Regulations to provide for the maintenance of an inventory of candidates who have applied for employment to the Public Service of Canada in the administrative support, administrative and foreign services, professional and scientific, and technical categories excluding the SM/EX groups.
Consistent Uses: This bank is used to identify applicants suitable for referral and appointments to positions in the Public Service. This information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department.
Retention and Disposal Standards: Records are maintained for two years after being removed from the inventory after which they are destroyed.
PAC# = 83-013
Related to COR: PSC/SPB-030
TBS Registration Number: 001422

PSC/P-PU-020
Applicant Inventory Referral Files
Description: This bank contains general personal data, referral forms, reference checks and referral results.
Class of Individuals: Non-public servants referred by the PSC to departments and agencies.
Purpose: This bank exists to record referrals by the PSC to departments and agencies.
Consistent Uses: The bank is used to provide information on employees referred by the PSC. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department.
Retention and Disposal Standards: Records are retained for two years and then destroyed.
PAC# = 83-013
Related to COR: PSC/SPB-030
TBS Registration Number: 001423

PSC/P-PU-025
PSC Examination Results
Description: This bank contains examination answer sheets and statement of marks for persons tested for selection or other purposes with Public Service Commission tests.
Class of Individuals: Non-public servants who have taken tests specifically developed and administered by the PSC.
Purpose: This bank exists in accordance with Section 16(1) of the *Public Service Employment Act* and Section 14(1) of the Public Service Employment Regulations to record information on tests conducted for purposes of selection (competitions or other types of selection).
Consistent Uses: The bank is used to record and provide information to departments on the results of tests administered by PSC and various departments to determine the suitability of candidates in the selection process and for human resources planning and analysis. For research purposes the information may also be linked to other PSC information banks.
Retention and Disposal Standards: Hard copy files are kept for two years and destroyed. Candidate test results are kept on computerized files indefinitely.
PAC# = 83-013
Related to COR: PSC/SPB-030
TBS Registration Number: 001424

PSC/P-PU-030
Second Language Evaluation (SLE) Test Results
Description: This bank contains basic personal information, second language evaluation results and administrative data. Individuals completing a Record Access Request form are required to quote their social insurance number.
Class of Individuals: Non-public servants who have taken the second language evaluation or language knowledge examination.
Purpose: This bank exists in accordance with Sections 16 and 20(1) of the *Public Service Employment Act* to record second language evaluation (SLE) and language knowledge examination (LKE) scores and language assessment results for purpose of appointment.
Consistent Uses: The bank is used to provide information on second language evaluation assessment; to provide information for general personnel management purposes; and to provide information for research and statistical purposes. For research purposes the information may also be linked to other information banks. The bank is also used to feed the "SLE database" at the Personnel Applications Centre (PAC) SSC. Only the individual's SIN and test results are forwarded to PAC. That information is then available on-line to all government departments having appropriate terminals, and by telephone enquiry.
Retention and Disposal Standards: Computerized records are retained indefinitely. Hard copy files are retained for five years. Interviews recorded on tape are retained for two years unless the candidate agrees to their earlier disposal. Records are then destroyed. Note: The SLE database replaced the LKE database effective January 21, 1985, so the most recent test results have been transferred. The LKE computer database will be maintained as a dormant file until January 21, 1995 and then destroyed.
PAC# = 83-013
Related to COR: PSC/SPB-045
TBS Registration Number: 001425

PSC/P-PU-035
Second Language Assessment
Description: This bank contains the appropriate second language assessment request and record of results form basic personal data; educational background including use of the second official language and work history, as required; candidate's written examination and oral interviews recorded on tape; assessments, reports and results.
Class of Individuals: Non-public servants who were assessed for second language competence.
Purpose: This bank exists in accordance with Sections 16 and 20 of the *Public Service Employment Act* to record information related to the assessment of second language competence and in accordance with PSC-TBS agreement on testing for bilingualism bonus or for certain types of language training.
Consistent Uses: This bank is used to certify the level of competence achieved by candidates in their second official language for the purpose of appointment to bilingual positions in the Public Service and for other uses as set out in the PSC-TBS agreement on the subject of language testing.
Retention and Disposal Standards: Records are retained for three years and then destroyed. Interviews on tapes are retained for two years unless the candidate agrees to their earlier disposal.
PAC# = 83-013
Related to COR: PSC/SPB-045
TBS Registration Number: 001426

PSC/P-PU-040

Personnel Selection Files

Description: This bank contains a request to staff, job description, statement of qualifications, official languages input form, competition notices, application forms or résumés, selection rating guides, board reports, letters of reference, eligibility lists, all other documents used in establishing candidates order of merit, results and notification of appointment. Persons completing a Personal Information Request Form are required to give the pertinent competition numbers.

Class of Individuals: Non-public servants who are being considered for appointment through a process of personnel selection administered by the Staffing Programs Branch.

Purpose: This bank exists in accordance with section 10 of the *Public Service Employment Act* to record and provide information related to any process of personnel selection by competition or without competition administered by the Staffing Programs Branch of the Public Service Commission.

Consistent Uses: This bank is used to staff positions and to provide related documentation for PSC Investigations as a result of the selection process. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department.

Retention and Disposal Standards: Records are retained for two years after the eligibility list expires or two years after it has been used for administrative purposes and then destroyed.

PAC# = 83-013

Related to COR: PSC/SPB-030

TBS Registration Number: 001427

PSC/P-PU-045

Language Review Committee Files

Description: This bank contains requests for review; candidate's written consent; language knowledge exam (LKE) results prior to 15 October 1984; assessment officer's report; related letters or memos; decision of the committee.

Class of Individuals: Non-public servants whose cases have been submitted to the Language Review Committee.

Purpose: This bank exists in accordance with section 20 of the *Public Service Employment Act* to record information on persons whose cases were submitted to the Language Review Committee prior to 15 October 1984.

Consistent Uses: The bank is used to examine complaints concerning results obtained in second language assessment and decisions of the Language Assessment Section prior to 15 October 1984, for candidates and persons seeking appointment to the Public Service; to reach a decision on each case.

Retention and Disposal Standards: Records are retained for 10 years and destroyed.

PAC# = 83-013

Related to COR: PSC/SPB-045

TBS Registration Number: 001428

PSC/P-PU-050

Career Assignment Program (CAP) Participant Files

Description: This bank contains basic personal information: nomination forms, reasons for nomination, curricula vitae, career plan, appraisal information and correspondence related to CAP participation.

Class of Individuals: Non-public servants who are currently enrolled or have participated in CAP.

Purpose: This bank exists in accordance with sections 10 and 16(1) of the *Public Service Employment Act* to maintain an historical record of all persons who have participated in the Career Assignment Program.

Consistent Uses: This bank is used to provide statistical information on CAP participants, selection review board summaries and results, language knowledge examination results, course participation data for human resource planning, staffing and general personnel management purposes.

Retention and Disposal Standards: Selected information is computerized and retained for statistical purposes for 20 years. All records are retained in hard copy until five years after termination of CAP participation. Selected files are retained by Public Archives after that time and the others are destroyed.

PAC# = 83-013

Related to COR: PSC/SPB-070

TBS Registration Number: 001429

PSC/P-PU-055

Career Assignment Program (CAP) Assessment File

Description: This bank contains memoranda and letters; curricula vitae and assessment results.

Class of Individuals: Non-public servants who have been assessed by the CAP Assessment Centre.

Purpose: This bank exists in accordance with sections 10 and 16(1) of the *Public Service Employment Act* to record and provide information relating to the assessment of Career Assignment Program candidates.

Consistent Uses: This bank is used to record and provide all information relating to the assessment of candidates for the Career Assignment Program so that meritorious selections for the program may be made and for human resources planning and analysis.

Retention and Disposal Standards: Records are retained for 20 years after the assessment and destroyed.

PAC# = 83-013

Related to COR: PSC/SPB-070

TBS Registration Number: 001430

PSC/P-PU-065

Inventory of Applicants for Management Category Positions or Interchange Canada/International Assignments

Description: This bank contains curricula vitae, applications, letters of acknowledgement, interview notes, record of instances of consideration, notations of referrals, notes to file, telexes, performance reviews and employee appraisals.

Class of Individuals: Non-public servants applying for positions in the Management Category or Interchange Canada/International Assignments.

Purpose: This bank exists in accordance with section 5(a)(ii) of the Public Service Employment Regulations to provide for the maintenance of an inventory of candidates who have applied to the Public Services Commission for employment, as well as to maintain an inventory of candidates seeking Interchange Canada or International Assignments.

Consistent Uses: This bank is used to identify candidates who are seeking Management Category positions or Interchange Canada/International Assignments.

Retention and Disposal Standards: Records are retained for two years after being declared inactive then destroyed except for those candidates who become participants. Their information is transferred to the Interchange Canada/International Participants Files.

PAC# = 83-013

Related to COR: PSC/SPB-065

TBS Registration Number: 001432

PSC/P-PU-075

Interchange Canada/International Assignment Participant Files

Description: This bank contains curricula vitae, performance reviews, employee appraisals, agreements, applications, vacancy notices, job descriptions, interview notes and correspondence related to the programs.

Class of Individuals: Non-public servants who are about to be, are currently on, or have completed an assignment.

Purpose: This bank exists to maintain historical records of all persons who have participated in the programs.

Consistent Uses: This bank is used for the general management of the assignments.

Retention and Disposal Standards: Records are retained for two years after termination of participation and then destroyed.

PAC# = 83-013

Related to COR: PSC/SPB-075; 080

TBS Registration Number: 001434

PSC/P-PU-085

Management Resources Information System

Description: This bank contains basic personal data; skills and work history; professional qualifications, curricula vitae; career aspirations and managerial experience.

Class of Individuals: Non-public servants applying for positions in the Management Category as well as non-public servants participating or seeking participation on Interchange Canada or International Assignments.

Purpose: This bank exists to enable the Public Service Commission to fulfill its powers as stated in section 5 of the *Public Service Employment Act*.

Consistent Uses: This bank is used to provide information for the purposes of staffing; human resources planning; statistics, analysis and evaluations.

Retention and Disposal Standards: Records of Interchange Canada/International Assignment participants are retained for 10 years after completion of their assignment after which they are deleted from the system. In the case of applicants, the records are deleted as soon as the records are declared inactive.

PAC# = 83-013

Related to COR: PSC/SPB-065

TBS Registration Number: 001436

PSC/P-PU-090

Management Category Competition Files

Description: This bank contains security clearance rating; language examination results; memorandum to the Commission (Board Report); letter of offer; letter of acceptance; letters to unsuccessful candidates; notice of Right to Appeal if applicable; notice regarding no appeals; copy of Record of Staffing Transaction; Official Languages Information form; job description; Request for Non-delegated Staffing; job profile; statement of qualifications; application forms; record of persons considered for the position. Persons completing a Personal Information Request Form are requested to give the pertinent competition number.

Class of Individuals: Non-public servants who are included in a Management Category competition administered by the PSC.

Purpose: This bank exists in accordance with section 10 of the *Public Service Employment Act* to record and provide information relating to Management Category competitions administered by the Public Service Commission.

Consistent Uses: This bank is used to provide information relating to Management Category appointments made by the PSC.

Retention and Disposal Standards: Records are retained for two years after the eligibility list expires, then destroyed.

PAC# = 83-013

Related to COR: PSC/SPB-065

TBS Registration Number: 001437

Staff Development Branch

PSC/P-PU-095

Course Registration and Information System

Description: This bank contains basic personal data and related course administrative data. Persons completing a Personal Information Request Form are required to quote the pertinent Staff Development Branch course numbers.

Class of Individuals: Non-public servants who have taken or are enrolled in a professional or management course offered by the PSC Staff Development Branch.

Purpose: This bank exists in accordance with section 5(b) of the *Public Service Employment Act* to establish and maintain records of all employees who have taken or are enrolled in a professional or management course offered by the PSC Staff Development Branch.

Consistent Uses: This bank is used to provide information required to administer professional and management training courses operated by the PSC.

Retention and Disposal Standards: Records are retained for five years after completion of training and development activity, then destroyed.

PAC# = 83-013

Related to COR: PSC/SDB-100

TBS Registration Number: 001438

Language Training Programs Branch

PSC/P-PU-100

Orientation Interview Reports

Description: This bank contains basic personal data, test results, cognitive styles, data on previous and present knowledge of language to be learned and interview notes.

Class of Individuals: Applicants for language training, primarily non-imperative appointees and incumbents of designated bilingual positions.

Purpose: This bank exists in accordance with section 5(b) of the *Public Service Employment Act* to record information on preliminary interviews for language training.

Consistent Uses: The bank is used to assess the potential of individuals to succeed in language training, to provide information for pedagogical recommendations and to provide information for Language Training Program administration.

Retention and Disposal Standards: Records are retained for 15 years, then destroyed.

PAC# = 83-013

Related to COR: PSC/LTB-105

TBS Registration Number: 001439

PSC/P-PU-105

Requests for Language Training

Description: This bank contains basic personal data, language levels to be met, course choice and other administrative data.

Class of Individuals: Non-public servants whose names have been submitted for enrollment in language training courses offered by the PSC.

Purpose: This bank exists in accordance with section 5(b) of the *Public Service Employment Act* to provide information for the registration, testing, guidance and enrollment process for language training.

Consistent Uses: The bank is used to initiate the registration, guidance and enrollment process for language training.

Retention and Disposal Standards: Records are retained for a period of 15 years, then destroyed.

PAC# = 83-013

Related to COR: PSC/LTB-105

TBS Registration Number: 001440

PSC/P-PU-110

Language Training File

Description: This bank includes student objectives, quantitative and basic personal data. This bank was formerly called Student Cumulative file.

Class of Individuals: Non-public servants who are undergoing or who underwent language training.

Purpose: This bank exists in accordance with section 5(b) of the *Public Service Employment Act* to provide information on employees to the PSC language training centres so that these centres may properly perform their function of teaching the official languages to enrolled students.

Consistent Uses: The bank is used to assist teachers and pedagogical counsellors in performing their function and to provide administrative information.

Retention and Disposal Standards: Records are retained for a period of 15 years, then destroyed.

PAC# = 83-013

Related to COR: PSC/LTB-105

TBS Registration Number: 001441

PSC/P-PU-115

Questionnaire and Diagnostic Test Results

Description: This bank contains personal data, aptitude and placement test results.

Class of Individuals: Non-public servants who have gone through the testing process in anticipation of a non-imperative staffing action or of enrollment for basic language training.

Purpose: This bank exists in accordance with Section 5(b) of the *Public Service Employment Act* to record information relating to the person's knowledge of and ability to learn the second official language prior to training.

Consistent Uses: The bank is used for pedagogical reasons and serves to provide information on the person's proficiency in and ability to learn the second official language.

Retention and Disposal Standards: Records are retained for a period of 15 years, then destroyed.

PAC# = 83-013

Related to COR: PSC/LTB-105

TBS Registration Number: 001442

Corporate Systems and Services Branch

PSC/P-PU-120

Access Request Data Banks

Description: This bank contains access request forms, the replies to such requests and information relating to the processing of the requests.

Class of Individuals: Public servants and non-public servants having made a formal access request under the *Access to Information* or *Privacy Acts*.

Purpose: This bank exists in accordance with section 4 of the *Access to Information Act* and Section 12 of the *Privacy Act* to process access requests made under the Acts.

Consistent Uses: The bank is used to record and process access requests, to respond to complaints received under the Acts and for statistical purposes.

Retention and Disposal Standards: Records are retained for two years after completion of the request, then destroyed.

PAC# = 83-013

Related to COR: PSC/CSS-901

TBS Registration Number: 001443

PSC/P-PU-125

Northern Careers Program (New)

Description: This bank contains personal data found on résumés, applications and assessments.

Class of Individuals: Non-public servants of indigenous background applying for a position on the Northern Careers Program.

Purpose: This bank exists further to a Treasury Board decision (TB 729915 of August 20, 1974) to provide training and career development for Northern Native people within the Federal Public Service north of 60°.

Consistent Uses: This bank is used to evaluate the suitability of applicants for positions in the Public Service and to maintain statistics.

Retention and Disposal Standards: Files are retained for five years and then destroyed.

PAC# = 85-016

TBS Registration Number: 001697

PSC/P-PU-130

National Indigenous Development Program (New)

Description: This bank contains personal data found on résumés, applications and assessments.

Class of Individuals: Non-public servants of indigenous background applying for a position in the Federal Public Service through the National Indigenous Development Program.

Purpose: This bank exists further to a Cabinet Decision (292/43 RD dated June 22/83) which agreed to specific measures for the implementation of Affirmative Action Programs in the Public Service. The National Indigenous Development Program aims at increasing the number of native people at the middle and senior management levels in the Public Service through training and development opportunities.

Consistent Uses: This bank is used to evaluate the suitability of applicants, to refer them for positions in the Public Service and to maintain statistics.

Retention and Disposal Standards: Hard copy files are retained for five years and then destroyed. Computerized data is retained for two years and destroyed.

PAC# = 85-016

TBS Registration Number: 001700

PSC/P-PU-135

Employment and Staffing (New)

Description: This bank contains solicited and unsolicited applications for employment and curricula vitae, acknowledgement of receipt of letters, staffing action requests, job descriptions, selection profiles, competition posters, interview notes, rating board assessments, eligibility lists, all other documents used in establishing candidates' order of merit, results and notification of appointment. Persons completing a Personal Information Request Form are required to give the relevant competition number in the case of solicited applications.

Class of Individuals: Non-public servants who have applied for a position in the Public Service Commission.

Purpose: This bank exists in accordance with Section 10 of the *Public Service Employment Act* to record and provide information related to any process of personnel selection by competition or without competition administered by the Personnel Services Directorate of the Public Service Commission.

Consistent Uses: This bank is used to staff positions and to provide related documentation for PSC investigations as a result of the selection process.

Retention and Disposal Standards: The files are retained for two years and then destroyed.

PAC# = 85-016

TBS Registration Number: 001701

PSC/P-PU-140

Separations System (New)

Description: This bank contains basic personal information, employment information and reasons for separation from the Public Service. The source of this bank is the Incumbent/Mobility pay related data system of the Department of Supply and Services.

Class of Individuals: Employees who have left the Public Service.

Purpose: This file exists in accordance with Section 45 of the *Public Service Employment Act* to record information on separations of employees for reporting purposes and to update the Management Resource Information System.

Consistent Uses: The bank is used to provide information for the preparation of the Annual Report to Parliament, for human resources planning, statistical analysis and evaluations.

Retention and Disposal Standards: The computer tapes are retained for two years after they have been superseded or become obsolete and are then destroyed.

PAC# = 85-016

TBS Registration Number: 001702

PSC/P-PU-145 *Formerly Identified as:* PSC/P-PU-060, 070, 080

Career Assignment Program (CAP) Nominee Data

Description: This bank contains basic personal information in one or more of three formats: nominee cards (discontinued in 1984), nominee files and Selection Board files. Information includes nomination forms, reasons for nomination, curricula vitae, general career plans, appraisal information, selection review board summaries and results, language knowledge examination results, and general correspondance related to CAP nominations.

Class of Individuals: Non-public servants who have been nominated for CAP.

Purpose: This bank exists in accordance with Sections 10 and 16(1) of the *Public Service Employment Act* to record and provide information relating to initial and final nominations to CAP and, in the case of final nominations, to record and present information for review and decision by Selection Board members regarding acceptance to the Program.

Consistent Uses: This bank is used to record and provide information on CAP nominees to the initial (Assessment Centre) and final (Selection Board) selection phase for statistical, administrative, and counselling purposes. Selection Board files are expanded nominee files providing information to Board members for decisions regarding admission to the Program.

Retention and Disposal Standards: Hard copy records of employees who do not proceed beyond the selection phase are retained for three years after which they are destroyed. (Note: Selection Board files of accepted candidates are transferred to the participant files bank.) Selected information on all candidates is computerized and retained for statistical purposes for 20 years.

PAC# = 85-016

TBS Registration Number: 001703

Classes of Personal Information

In the course of conductiong the activities and programs of the Public Service Commission, categories of personal information are accumulated which are not contained in the specific information banks described in this entry. Examples of such personal information include reoutine correspondence of an administrative nature and also includes complaints and enquires files. This information is normally filed by general subjects and is retrievable only if specifics are provided concerning the data and subject matter. The retention periods for these classes of personal information are controlled by the records schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Unless otherwise specified, all information banks listed for the Department are used for derivative purposes only. Current employees should seek access to their records through the personnel sections of their own employing department. Any exchange of records between an employing institution and the Public Service Commission will be arranged on behalf of employees by their personnel section. Please note that all banks are located at headquarters only.

Former employees and personnel sections in operating departments who are seeking access to records from PSC on behalf of themselves or their employees should address enquiries to

Privacy Co-ordinator
Public Service Commission
Room 1943, West Tower
300 Laurier Avenue West
Ottawa, Ontario
K1A 0M7
Telephone: (613) 993-7261

CENTRAL BANKS

Appeals and Investigations

PSC/P-CE-701

Case Files, Anti-Discrimination

Description: This bank contains reports, interview notes, memoranda and letters, allegations and affidavits. All cases predate April 4, 1985 when the PSC's anti-discrimination mandate was terminated.

Class of Individuals: Public servants involved in allegations of discrimination made to the Anti-discrimination Directorate.

Purpose: This bank exists in accordance with section 12(2) of the *Public Service Employment Act* to provide information in any investigation of alleged discrimination in the Public Service.

Consistent Uses: The bank is used to record and consolidate all information gathered during an investigation of alleged discrimination in view of determining the validity of the allegations and making recommendations, if warranted.

Retention and Disposal Standards: Records are retained for five years after completion of an investigation after which they are destroyed.

PAC# = 83-013

Related to COR: PSC/AIB-015

TBS Registration Number: 001444

PSC/P-CE-702

Appeal Hearings Files

Description: This bank contains an appeal document, an advice of selection form, evidence adduced at the hearing, including performance review and appraisal forms when used in the selection process, an appeal board decision and an appeal statistics information sheet. It may also contain tape recordings of the proceedings. Persons completing a Personal Information Request Form are required to quote the Appeals Directorate file reference number given on the decision report held by the appellant.

Class of Individuals: Public servants having filed an appeal or persons involved in the appeal.

Purpose: This bank exists by reason of Sections 21 and 31 of the *Public Service Employment Act* and Sections 45 and 48 of the Public Service Employment Regulations to record and provide information on appeals.

Consistent Uses: The files are used to provide information gathered in

the course of an appeal hearing so that a decision may be rendered by the Appeal Board chairperson.
Retention and Disposal Standards: Decisions are retained for 20 years from the date of the decision; files and tape recordings, two years. However, files referred to the Federal Court of Canada under Section 28 of the *Federal Court Act* are retained for 20 years whenever the Section 28 application is allowed or dismissed without reason.
PAC# = 83-013
Related to COR: PSC/AIB-005
TBS Registration Number: 001445

PSC/P-CE-703
Investigations Directorate Files
Description: This bank contains excerpts of personnel file and/or competition file, interview notes, allegations or complaints, memoranda and letters, performance evaluations, press clippings and formal investigation reports. It also contains information dealing with conciliation actions undertaken with departments, employees, representatives or complainants.
Class of Individuals: Public servants who have filed a complaint with the Investigations Directorate and persons involved in the complaint.
Purpose: This bank exists in accordance with section 7 of the *Public Service Employment Act* to record information with respect to investigations.
Consistent Uses: The information is used so that allegations may be examined, recommendations made and corrective action taken if warranted.
Retention and Disposal Standards: Records are retained for five years after completion of an investigation and then destroyed.
PAC# = 83-013
Related to COR: PSC/AIB-010
TBS Registration Number: 001446

Executive Offices

PSC/P-CE-704
Employees Appointed under Exclusion Order
Description: This bank contains the submission to Commissioners; basic personal data and the exclusion order.
Class of Individuals: Public servants appointed in the Public Service who are excluded from the provisions of the *Public Service Employment Act* by virtue of Section 39.
Purpose: This bank exists in accordance with Sections 39 and 45 of the *Public Service Employment Act* to record and report to Parliament all employees or persons appointed to the Public Service who are excluded from the provisions of the Act by virtue of section 39.
Consistent Uses: This bank is used to record and report to Parliament annually employees or persons appointed under exclusion order.
Retention and Disposal Standards: Records are retained for two years after termination of exclusion, then destroyed.
PAC# = 83-013
Related to COR: PSC/EXS-020
TBS Registration Number: 001447

PSC/P-CE-705
Leave of Absence to Seek Election
Description: This bank contains requests for leave of absence; submissions to Commissioners; authorization to seek elections; newspaper clippings.
Class of Individuals: Public servants who have requested leave of absence to seek election.
Purpose: This bank exists in accordance with Section 32 of the *Public Service Employment Act* to record information so that the PSC can assess whether to grant leave of absence to employees to seek election.
Consistent Uses: This bank is used to provide information for PSC authorization and to provide information for PSC reports to Parliament.
Retention and Disposal Standards: Records are retained for seven years after request was made, then destroyed.
PAC# = 83-013
Related to COR: PSC/EXS-020
TBS Registration Number: 001448

PSC/P-CE-706
Public Servants Released or Demoted
Description: This bank contains basic personal data: notice of release or demotion and reason for release or demotion.
Class of Individuals: Public servants who have been recommended by deputy heads for release or demotion.
Purpose: This bank exists in accordance with Section 31 of the *Public Service Employment Act* to record information relating to the recommendation of deputy heads to release or demote an employee.
Consistent Uses: This bank is used to provide information so that the Commission may access the case relating to the recommendation of deptuy heads to release or demote an employee.
Retention and Disposal Standards: Records are retained for seven years after a release or demotion, then destroyed.
PAC# = 83-013
Related to COR: PSC/EXS-020
TBS Registration Number: 001449

Staffing Programs

PSC/P-CE-707
Management Resources Information System Central Employee Records
Description: This bank contains appointment certificates; employee summaries; performance review and employee appraisal; curriculum vitae; proof of education standing, professional qualifications and development and training courses taken.
Class of Individuals: Public servants appointed to eligible classifications as determined by the Public Service Commission.
Purpose: This bank exists to enable the Public Service Commission to fulfill its powers as stated in Section 5 of the *Public Service Employment Act*.
Consistent Uses: This bank is used to provide information for the purpose of staffing, human resource planning, statistics, analysis and evaluations.
Retention and Disposal Standards: Records are retained for five years after removal from the inventory, then destroyed.
PAC# = 83-013
Related to COR: PSC/SPB-030
TBS Registration Number: 001450

PSC/P-CE-708
Applicant Inventory
Description: This bank contains applications/curricula vitae and screening selection information. The bank also contains records of applicants for the Co-operative Education Program.
Class of Individuals: Public servants who have applied for a position in the Public Service through the Applicant Inventory.
Purpose: This bank exists in accordance with Section 5(a)(ii) of the Public Service Employment Regulations to provide for the maintenance of an inventory of candidates who have applied for employment with the Public Service of Canada in the administrative support, the administrative and foreign services, and professional, scientific and technical categories excluding the SM/EX groups.
Consistent Uses: This bank is used to identify applicants suitable for referral and appointment to positions in the Public Service. The information on under-represented groups is used for statistical

purposes by the Public Service Commission, Treasury Board and the employing department.

Retention and Disposal Standards: Records are maintained for two years after being purged from the inventory, after which they are destroyed.

PAC# = 83-013

Related to COR: PSC/SPB-030

TBS Registration Number: 001451

PSC/P-CE-709

Statutory and Administrative Priorities System

Description: This bank contains basic personal data: statutory or administrative data together with results of referrals made to staffing officers.

Class of Individuals: Public servants who have a statutory or administrative appointment.

Purpose: This bank exists in accordance with Sections 29, 30 and 37 of the *Public Service Employment Act* and Sections 27 and 37 of the Public Service Employment Regulations to provide information relating to employees with statutory priority for appointment. It exists in accordance with various Public Service Commission policies in order to provide information relating to employees with an administrative priority for appointment.

Consistent Uses: This bank is used to identify those employees with a statutory or administrative priority for appointment purposes.

Retention and Disposal Standards: Hard copy records are retained for two years from the date the employee's priority status is terminated after which they are destroyed. Computer files are kept indefinitely.

PAC# = 83-013

Related to COR: PSC/SPB-030

TBS Registration Number: 001452

PSC/P-CE-710

Applicant Inventory Referral Files

Description: This bank contains general personal data, referral forms, reference checks and referral results.

Class of Individuals: Public servants referred by the PSC to departments and agencies, excluding employees in the SM/EX groups.

Purpose: This bank exists to record referrals by the PSC to departments and agencies.

Consistent Uses: The bank is used to provide information on employees referred by the PSC. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department.

Retention and Disposal Standards: Records are retained for two years and then destroyed.

PAC# = 83-013

Related to COR: PSC/SPB-030

TBS Registration Number: 001453

PSC/P-CE-711

PSC Examination results

Description: This bank contains examination answer sheets and statement of marks for persons tested for selection or other purposes with Public Service Commission tests.

Class of Individuals: Public servants who have taken tests specifically developed and administered by the PSC.

Purpose: This bank exists in accordance with Section 16(1) of the *Public Service Employment Act* and Section 14(1) of the Public Service Employment Regulations to record information on tests conducted for purposes of selection (competitions or other types of selection).

Consistent Uses: The bank is used to record and provide information to departments on the results of tests administered by PSC and various departments to determine the suitability of candidates in the selection process and for human resources planning and analysis. For research purposes the information may also be linked to other PSC information banks.

Retention and Disposal Standards: Hard copy files are kept for two years and then destroyed. Candidate test results are kept on computerized files indefinitely.

PAC# = 83-013

Related to COR: PSC/SPB-030

TBS Registration Number: 001454

PSC/P-CE-712

Personnel Selection Files

Description: This bank contains a request to staff, job description, statement of qualifications, official languages input form, competition notices, application forms or résumés, selection rating guides, board reports, letters of reference or performance appraisals, eligibility lists, all other documents used in establishing candidates order of merit and notification of the results of the competition/selection including letters offering appointment. Where applicable, notices of rights to appeal and other related documents are included. Persons completing a Personal Information Request Form are required to give the pertinent competition numbers.

Class of Individuals: Public servants who are being considered for appointment through a process of personnel selection administered by the Staffing Programs Branch.

Purpose: This bank exists in accordance with Section 10 of the *Public Service Employment Act* to record and provide information related to any process of personnel selection by competition or without competition administered by the Staffing Programs Branch of the Public Service Commission.

Consistent Uses: This bank is used to staff positions and to provide related documentation for PSC Investigations and Appeal Boards resulting from the selection process. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department.

Retention and Disposal Standards: Records are retained for two years after the eligibility list expires or two years after it has been used for administrative purposes, and then destroyed.

PAC# = 83-013

Related to COR: PSC/SPB-030

TBS Registration Number: 001455

PSC/P-CE-713

Employee Position Abandonment Files

Description: This bank contains a copy of the letter sent to the employee and notification by employing department to the Public Service Commission.

Class of Individuals: Public servants who have abandoned their position.

Purpose: This bank exists in accordance with Section 27 of the *Public Service Employment Act* to record and provide information on abandonment of positions by employees.

Consistent Uses: The bank is used to provide statistical information to Parliament on employees who have abandoned their position.

Retention and Disposal Standards: Records are kept for two years after receipt at the PSC and then destroyed.

PAC# = 83-013

Related to COR: PSC/SPB-030

TBS Registration Number: 001456

PSC/P-CE-714

Second Language Assessment

Description: This bank contains the appropriate second language assessment request and record of results form, basic personal data, educational background including use of the second official language and work history as required, candidates's written examination and oral interview recorded on tape, assessment reports and results.

Class of Individuals: Public servants who were assessed for second language competence.
Purpose: This bank exists in accordance with Sections 16 and 20 of the *Public Service Employment Act* to record information related to the assessment of second language competence and in accordance with the PSC-TBS agreement on testing for bilingualism bonus or for certain types of language training.
Consistent Uses: The bank is used to certify the level of competence achieved by candidates in their second official language for the purpose of appointment to bilingual positions in the Public Service and for other uses as set out in the PSC-TBS agreement on the subject of language testing.
Retention and Disposal Standards: Files are retained for three years. Interviews recorded on tape are retained for two years unless the candidate agrees to their earlier disposal.
PAC# = 83-013
Related to COR: PSC/SPB-045
TBS Registration Number: 001457

PSC/P-CE-715
Second Language Evaluation (SLE) Examiners
Description. This bank contains information related to the specialized skills assessment required of second language evaluation test administrators, scorers and oral interaction assessors: examiner's registration form; letters of authorization; training officers comments and recommendations; monitor's observations and recommendations; and other administrative data collected in connection with accreditation/registration.
Class of Individuals: Public servants who have been authorized to administer and score the Second Language Evaluation tests.
Purpose: This bank exists in accordance with Sections 5(a), 16 and 20 of the *Public Service Employment Act* to record all information relating to the registration of second language evaluation examiners.
Consistent Uses: The bank is used to provide information to monitor second language evaluation examiners and take corrective action if warranted. It is also used to provide information related to the qualifications, training and certification of second language evaluation examiners and prospective second language evaluation examiners.
Retention and Disposal Standards: Records are retained for 25 years after the employee ceases to perform examiner's duties. Records pertaining to persons who have not performed examiner's duties are also retained for 25 years. Records are then destroyed. Previous LKE examiners' records will be maintained until October 31, 1987 and then destroyed.
PAC# = 83-013
Related to COR: PSC/SPB-045
TBS Registration Number: 001458

PSC/P-CE-716
Language Review Committee Files
Description: This bank contains requests for review; employee's written consent; Language Knowledge Exam (LKE) results prior to 15 October 1984; assessment officer's report; language training history; orientation process results; related letters or memos; decision of the committee.
Class of Individuals: Public servants whose cases have been submitted to the Language Review Committee.
Purpose: This bank exists in accordance with Section 20 of the *Public Service Employment Act* to record information on employees whose cases have been submitted to the Language Review Committee.
Consistent Uses: The bank is used to examine complaints concerning results obtained in second language assessment and decisions of the Language Assessment Section prior to October 15, 1984; to review employee's withdrawal from language training and to reach a decision on each case.
Retention and Disposal Standards: Records are retained for 10 years and then destroyed.
PAC# = 83-013
Related to COR: PSC/SPB-045
TBS Registration Number: 001459

PSC/P-CE-717
Official Languages Exclusion Order Records
Description: This bank contains basic personal data: medical certificates; supporting documentation, departmental requests and Commission decision in some cases.
Class of Individuals: Public servants who have requested an official languages exclusion or extension.
Purpose: This bank exists in accordance with Section 20 (and in certain cases Section 10) of the *Public Service Employment Act* to record information relating to the review of cases of employees requesting an exclusion from the obligation to meet the second language requirements of their position or an extension to their exemption time or an override to a negative prognosis for appointment purposes.
Consistent Uses: This bank is used to allow the Public Service Commission to grant or refuse exclusions, extensions or overrides under the Official Languages Exclusion Approval Order.
Retention and Disposal Standards: Records are retained for 10 years and destroyed. Partial data is kept for another five years.
PAC# = 83-013
Related to COR: PSC/SPB-045
TBS Registration Number: 001460

PSC/P-CE-718
Second Language Evaluation (SLE) Test Results
Description: This bank contains basic personal information, second language evaluation results and administrative data. Individuals completing a Record Access Request form are required to quote their social insurance number.
Class of Individuals: Public servants who have taken the Second Language Evaluation or Language Knowledge Examination.
Purpose: This bank exists in accordance with Sections 16 and 20(1) of the *Public Service Employment Act* to record Second Language Evaluation (SLE) and Language Knowledge Examination (LKE) scores and language assessment results for purpose of appointment.
Consistent Uses: The bank is used to provide information on second language evaluation assessment of employees; to provide information for general personnel management purposes; and to provide information for research and statistical purposes. For research purposes, the information may also be linked to other information banks. The bank is also used to feed the "SLE database" at the Personnel Applications Centre (PAC) SSC. Only the individual's SIN and test results are forwarded to PAC. That information is then available on-line to all government departments having appropriate terminals and by telephone enquiry.
Retention and Disposal Standards: Computerized records are retained indefinitely. Hard copy files are retained for five years. Interviews recorded on tape are retained for two years unless the candidate agrees to their earlier disposal. Records are then destroyed. Note: The SLE database replaced the LKE database effective January 21, 1985 and the most recent test results have been transferred. The LKE computer database will be maintained as a dormant file until January 21, 1995 and then destroyed.
PAC# = 83-013
Related to COR: PSC/SPB-045
TBS Registration Number: 001461

PSC/P-CE-719
PSC Transfer File
Description: This bank contains curriculum vitae, latest performance appraisal, request for transfer form, letter from department

confirming group, level and status, assessment/counselling report, results of referrals and reference checks.
Class of Individuals: Public servants who have requested a lateral transfer.
Purpose: This bank exists in accordance with Section 5c(i) of the Public Service Employment Regulation to provide information on employees who have requested a lateral transfer in the administrative support and operational categories, administrative and foreign service, and professional and technical categories, excluding the SM/EX groups.
Consistent Uses: The bank is used to refer employees requesting a transfer to departments and agencies.
Retention and Disposal Standards: Records are retained for two years from the date of the most recent inclusion in the inventory and then destroyed.
PAC# = 83-013
Related to COR: PSC/SPB-030
TBS Registration Number: 001462

PSC/P-CE-720
Staff Investigation Files
Description: This bank contains information collected in the course of a Staffing Program Branch investigation. Contents may include excerpts from personnel files or competition files, investigation notes, interview notes, allegations of improprieties, performance evaluation and press clippings. Persons completing a Personal Information Request Form are required to specify the federal government department that was the subject of the investigation and to provide as accurately as possible the date or time period in which the investigation was conducted.
Class of Individuals: Public servants who have requested an investigation into the staffing process or who were involved in the allegations.
Purpose: This bank exists in accordance with Section 7 of the *Public Service Employment Act*. The files are a result of investigation into allegations of impropriety which have been made to the Staffing Programs Branch during the course of staffing action or requests for the Public Service Commission's opinion under Section 21(b) of the *Public Service Employment Act*.
Consistent Uses: This bank is used to examine allegations, make recommendations and if necessary ensure that corrective action is taken.
Retention and Disposal Standards: Records are retained for five years after the investigation is completed after which they are destroyed.
PAC# = 83-013
Related to COR: PSC/SPB-030
TBS Registration Number: 001463

PSC/P-CE-721
Staffing Officer Training, Development and Certification Files
Description: This bank contains individual files which include application to the Staffing Certification Program, confirmation of participation in staffing training courses, information on previous personnel studies and work experience, staffing knowledge test results, outline of training, related on-the-job staffing activities and assignments, and assessments of such activities and assignments, Certification Committee results and information on current certification status. Part of the above information is also recorded on a computerized inventory.
Class of Individuals: Staffing officers of the Public Service.
Purpose: This bank exists to record and provide information on training and development programs operated by the PSC pursuant to Section 5(b) of the *Public Service Employment Act*, and on the certification status of staffing officers as it relates to the exercise of staffing authority delegated pursuant to Section 6(1) of the *Public Service Employment Act*.
Consistent Uses: This bank is used to provide information in support of the certification of staffing officers by the Certification Committee and on the current certification status of their own staffing officers with departments. It is also used to produce various statistical reports and analyses, and for general administrative purposes such as, for example, planning and reporting on staffing training and development programs.
Retention and Disposal Standards: Records are retained for as long as a staffing officer is performing staffing duties whether on training or certified, and for five years after he/she ceased to perform staffing duties or left the Public Service, then destroyed.
PAC# = 83-013
Related to COR: PSC/SPB-030
TBS Registration Number: 001464

PSC/P-CE-722
Appointment Information Management System
Description: This bank contains a record of information about appointments made under the *Public Service Employment Act*. It gives particulars about the position, the appointee and the selection procedure.
Class of Individuals: Public servants appointed to and within the Public Service, under the *Public Service Employment Act*.
Purpose: The bank exists in accordance with Sections 7(1), 22 and 45 of the *Public Service Employment Act* to record appointments made under the Act.
Consistent Uses: This bank is used to provide information for staffing operations, monitoring of staffing activity, human resources planning, general personnel management and the PSC annual report to Parliament. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department.
Retention and Disposal Standards: The Report on Staffing Transaction is retained for three years from the date it is received by the PSC. The computerized data is kept on-line for two years and transferred to a tape which is destroyed after 25 years.
PAC# = 83-013
Related to COR: PSC/SPB-030
TBS Registration Number: 001465

PSC/P-CE-723
Women's Career Counselling and Referral Bureau Files
Description: This bank contains basic personal information, curriculum vitae, general career plan and appraisal information.
Class of Individuals: Public servants who have requested the services of the Women's Career Counselling and Referral Bureau.
Purpose: This bank exists to maintain an historical record of women seeking a developmental assignment/appointment in order to fill gaps in their careers.
Consistent Uses: The bank is used to identify women suitable for referral and appointment to positions in the Public Service.
Retention and Disposal Standards: Records are retained for two years after being declared inactive, then destroyed.
PAC# = 83-013
Related to COR: PSC/SPB-030
TBS Registration Number: 001466

PSC/P-CE-724
Career Assignment Program (CAP) Assessment and Career Counselling Data (1968-73)
Description: This bank contains the curriculum vitae; assessment results and summary of performance of each candidate who voluntarily undertook the CAP assessment and career counselling tests between 1968 and 1973.
Class of Individuals: Public servants who were candidates for the Career Assignment Program (1968 to 1973).

Purpose: This bank exists in accordance with Section 16(1) of the *Public Service Employment Act* to record all information relating to the assessment and career counselling of candidates for the Career Assignment Program (1968 to 1973).

Consistent Uses: This bank is used to provide information on the assessment and career counselling of candidates and for providing normative and research information on the candidates in the Career Assignment Program.

Retention and Disposal Standards: Records of employees assessed between 1968 and 1973 will be kept for 20 years and then destroyed.

PAC# = 83-013

Related to COR: PSC/SPB-070

TBS Registration Number: 001467

PSC/P-CE-725

Career Assignment Program (CAP) and Special Development Program (SDP) Participant Files

Description: This bank contains basic personal information: nomination forms, reasons for nomination, curricula vitae, career plan, appraisal information, Selection Review Board summaries and results, language knowledge examination results, course participation data and correspondence related to CAP or SDP participation.

Class of Individuals: Public servants who are currently enrolled or have participated in CAP or SDP.

Purpose: This bank exists in accordance with Sections 10 and 16(1) of the *Public Service Employment Act* to maintain an historical record of all persons who have participated in the Career Assignment Program or the Special Development Program.

Consistent Uses: This bank is used to provide statistical information on CAP and SDP participants for human resource planning, staffing and general personnel management purposes.

Retention and Disposal Standards: Selected information is computerized and retained for statistical purposes for 20 years. All records are retained in hard copy until five years after termination of CAP or SDP participation. Selected files are retained by Public Archives after that time and the others are destroyed.

PAC# = 83-013

Related to COR: PSC/SPB-070

TBS Registration Number: 001468

PSC/P-CE-726

Career Assignment Program (CAP) Assessment File

Description: This bank contains memoranda and letters; curriculum vitae and assessment results.

Class of Individuals: Public servants who have been assessed by the CAP Assessment Centre.

Purpose: This bank exists in accordance with Sections 10 and 16(1) of the *Public Service Employment Act* to record and provide information relating to the assessment of Career Assignment Program candidates.

Consistent Uses: This bank is used to record and provide all information relating to the assessment of candidates for the Career Assignment Program so that meritorious selections for the program may be made and for human resources planning and analysis.

Retention and Disposal Standards: Records are retained for 20 years after the assessment and then destroyed.

PAC# = 83-013

Related to COR: PSC/SPB-070

TBS Registration Number: 001469

PSC/P-CE-728

Management Category Central Employee Records

Description: This bank contains appointment certificates; employee summaries; performance review and employee appraisals; transfer requests; counselling notes; curriculum vitae; proof of educational standing and professional qualifications; development and training courses taken; notification of lay-off, surplus or administrative priority, identification of a requirement to be redeployed; records of instances of consideration for positions; most recent Memorandum to the Commission (Board Report); letter of offer; letter of acceptance; notes to file; letters of commendation.

Class of Individuals: Public servants appointed to management category positions as determined by the Public Service Commission.

Purpose: This bank exists in accordance with Section 5 of the *Public Service Employment Act* to record and provide information for purposes of human resources planning; staffing and general personnel management.

Consistent Uses: This bank is used to provide information for the purpose of staffing, human resources planning, statistics and analyses.

Retention and Disposal Standards: Records of employees are retained for the duration of employment plus one year, after which they are transferred to the Public Archives and retained for one year after the individual has reached the age of 70 or until two years after his death, or for permanent retention if judged to be of historical value. Appraisals are retained for ten years.

PAC# = 83-013

Related to COR: PSC/SPB-065

TBS Registration Number: 001471

PSC/P-CE-730

Interchange Canada/International Assignment Participant Files

Description: This bank contains curriculum vitae, performance review and employee appraisals, agreements, applications, vacancy notices, job descriptions, interview notes and correspondence related to the programs.

Class of Individuals: Public servants who are about to be, are currently on or have completed an assignment.

Purpose: This bank exists to maintain historical records of all persons who have participated in the programs.

Consistent Uses: This bank is used for the general management of the assignments.

Retention and Disposal Standards: Records are retained for two years after termination of participation, then destroyed.

PAC# = 83-013

Related to COR: PSC/SPB-075; SPB-080

TBS Registration Number: 001473

PSC/P-CE-731

Inventory of Applicants for Management Category Positions or Interchange Canada/International Assignments

Description: This bank contains curriculum vitae, applications, letters of acknowledgement, interview notes, record of instances of consideration, notations or referrals, notes to file, telexes and performance review and employee appraisals.

Class of Individuals: Public servants applying for management category positions, Interchange Canada or International Assignments.

Purpose: This bank exists to maintain an inventory of public servants seeking Interchange Canada or International Assignments.

Consistent Uses: This bank is used to identify candidates who are seeking Interchange Canada or International assignments.

Retention and Disposal Standards: Records are retained for two years after being declared inactive and destroyed except for those candidates who become participants. Their information is transferred to the Interchange Canada/International Participants files.

PAC# = 83-013

Related to COR: PSC/SPB-065

TBS Registration Number: 001474

PSC/P-CE-732

Management Category Competition Files

Description: This bank contains security clearance rating; language examination results; Memorandum to the Commission (Board Reports); letter of offer; letter of acceptance; letters to unsuccessful candidates; notice of Right to Appeal if applicable; notice regarding no appeals; copy of Record of Staffing Transaction; Official Languages Information form; job description; Request for Non-delegated Staffing; job profile: statement of qualifications; application forms; record of persons considered for the position. Persons completing a Personal Information Request Form are requested to give the pertinent competition number.
Class of Individuals: Public servants who are included in a Management Category competition administered by the PSC.
Purpose: This bank exists in accordance with Section 10 of the *Public Service Employment Act* to record and provide information relating to Management Category competitions administered by the Public Service Commission.
Consistent Uses: This bank is used to provide information relating to Management Category appointments made by the PSC.
Retention and Disposal Standards: Records are retained for two years after the eligibility list expires and then destroyed.
PAC# = 83-013
Related to COR: PSC/SPB-065
TBS Registration Number: 001475

PSC/P-CE-734

Management Resources Information System

Description: This bank contains basic personal data; skills and work history; professional qualifications, curriculum vitae; career aspirations and managerial experience; performance review and employee appraisal ratings; identification of a transfer request and identification of a requirement to be redeployed.
Class of Individuals: Public servants appointed to eligible classifications as determined by the Public Service Commission as well as Public Servants participating or seeking participation on Interchange Canada or International Assignments.
Purpose: This bank exists to enable the Public Service Commission to fulfill its powers as stated in Section 5 of the *Public Service Employment Act.*
Consistent Uses: This bank is used to provide information for the purposes of staffing; human resources planning; statistics, analysis and evaluations.
Retention and Disposal Standards: Records are retained for 10 years after removal from system or departure from the Public Service after which they are deleted from the system.
PAC# = 83-013
Related to COR: PSC/SPB-065
TBS Registration Number: 001477

PSC/P-CE-750

Inventories of Senior Personnel Officers (New)

Description: This bank contains the Management Resources Information System human resourcing planning printouts containing such information as basic personal data, employment history, general and managerial experience and career aspirations. It also contains a narrative form pertaining to individuals' performance, career needs and the Senior Personnel Planning and Development Committee's deliberations and, if necessary, follow-up action.
Class of Individuals: Public servants at the PE-06 level to EX-03 identified as Senior Personnel Officers who have been evaluated by the Senior Personnel Planning and Development Committee (SPPDC).
Purpose: The bank was created in accordance with Section 7 of the *Financial Administration Act* to maintain human resources planning inventories of those senior personnel officers ready for promotion, those requiring further development in order to assume greater responsibilities and those who would likely benefit from a new assignment.
Consistent Uses: The inventories are used to advise and assist deputy heads and senior managers in the selection process for senior personnel appointments.
Retention and Disposal Standards: Inventory data of senior personnel officers is retained for two years after the Committee has reviewed the individual's human resources planning status.
PAC# = 85-016
TBS Registration Number: 001758

PSC/P-CE-751 *Formerly Identified as:* PSC/P-CE-727, 729, 733

Career Assignment Program (CAP) and Special Development Program (SDP) Nominee Data

Description: This bank contains basic personal information in one or more of three formats: nominee cards (discontinued in 1984), nominee files and selection board files. Information includes nomination forms, reasons for nomination, curricula vitae, general career plans, appraisal information, selection review board summaries and results, language knowledge examination results, and general correspondance related to CAP nominations or SDP nominations.
Class of Individuals: Public servants nominated for CAP or SDP.
Purpose: This bank exists in accordance with Sections 10 and 16(1) of the *Public Service Employment Act* to record and provide information relating to initial and final nominations to CAP and SDP and, in the case of final nominations, to record and present information for review and decision by selection board members regarding acceptance to the programs.
Consistent Uses: This bank is used to record and provide information on CAP and SDP nominees to the initial (assessment centre) and final (selection board) selection phase for statistical, administrative, and counselling purposes. Selection board files are expanded nominee files providing information to board members for decisions regarding admission to the Program.
Retention and Disposal Standards: Hard copy records of employees who do not proceed beyond the selection phase are retained for three years after which they are destroyed. (Note: selection board files of accepted candidates are transferred to the participant files bank.) Selected information on all candidates is computerized and retained for statistical purposes for 20 years.
PAC# = 85-016
TBS Registration Number: 001705

Staff Development Branch

PSC/P-CE-735

Course Registration and Information System

Description: This bank contains basic personal data, related course administrative data on Public Service employees. Persons completing a Personal Information Request Form are required to quote the pertinent Staff Development Branch course numbers.
Class of Individuals: Public servants who have taken or are enrolled in a professional or management course offered by the PSC Staff Development Branch.
Purpose: This bank exists in accordance with Section 5(b) of the *Public Service Employment Act* to establish and maintain records of all employees who have taken or are enrolled in a professional or management course offered by the PSC Staff Development Branch.
Consistent Uses: This bank is used to provide information required to administer professional and management training courses operated by the PSC.
Retention and Disposal Standards: Records are retained for five years after completion of training and development activity and then destroyed.
PAC# = 83-013
Related to COR: PSC/SDB-100
TBS Registration Number: 001478

Language Training Branch

PSC/P-CE-736

Questionnaire and Diagnostic Test Results

Description: This bank contains personal data, aptitude and placement test results.

Class of Individuals: Public servants who have gone through the testing process in anticipation of a non-imperative staffing action or of enrollment for basic language training.

Purpose: This bank exists in accordance with Section 5(b) of the *Public Service Employment Act* to record information relating to the person's knowledge of and ability to learn the second official language prior to training.

Consistent Uses: The bank is used for pedagogical reasons and serves to provide information on the person's proficiency in and ability to learn the second official language.

Retention and Disposal Standards: Records are retained for a period of 15 years and then destroyed.

PAC# = 83-013

Related to COR: PSC/LTB-105

TBS Registration Number: 001479

PSC/P-CE-737

Advanced Language Training Program Candidate Files

Description: This bank contains basic personal information, correspondence concerning the candidate enrollment requests, pedagogical recommendations, reports and the results of interviews with the selection committee and letters of agreement between the client and the Advanced Language Training Program.

Class of Individuals: Public servants who were candidates for the Advanced Language Training Program.

Purpose: This bank exists in accordance with subsection 5(b) of the *Public Service Employment Act* to maintain a census file of all candidates for the Advanced Language Training Program for administrative files.

Consistent Uses: The bank is used to supply information to the Advanced Language Training tutorial unit managers for administrative and pedagogical purposes.

Retention and Disposal Standards: Records are retained for a period of 15 years and then destroyed.

PAC# = 83-013

Related to COR: PSC/LTB-105

TBS Registration Number: 001480

PSC/P-CE-738

Advanced Language Training Program Participant Files

Description: This bank contains administrative information, training plans for participants, assessment data and correspondence exchanged between clients and the Advanced Language Training Program.

Class of Individuals: Public servants who are enrolled or have been enrolled in the Advanced Language Training Program.

Purpose: This bank exists in accordance with subsection 5(b) of the *Public Service Employment Act* to record information on Advanced Language Training Participants.

Consistent Uses: The information is used to supply information to Advanced Language Training tutorial unit managers for administrative and pedagogical purposes.

Retention and Disposal Standards: Records are retained for a period of 15 years and then destroyed.

PAC# = 83-013

Related to COR: PSC/LTB-105

TBS Registration Number: 001481

PSC/P-CE-739

Orientation Interview Reports

Description: This bank contains basic personal data, test results, cognitive styles, data on previous and present knowledge of language to be learned and interview notes.

Class of Individuals: Applicants for language training, primarily non-imperative appointees and incumbents of designated bilingual positions.

Purpose: This bank exists in accordance with Section 5(b) of the *Public Service Employment Act* to record information on preliminary interviews for language training.

Consistent Uses: The bank is used to assess the potential of individuals to succeed in language training, to provide information for pedagogical recommendations and to provide information for Language Training Program administration.

Retention and Disposal Standards: Records are retained for 15 years and then destroyed.

PAC# = 83-013

Related to COR: PSC/LTB-105

TBS Registration Number: 001482

PSC/P-CE-740

Request for Language Training

Description: This bank contains basic personal data, language levels to be met, course choice and other administrative data.

Class of Individuals: Public servants whose names have been submitted for enrollment to language training courses offered by the PSC.

Purpose: This bank exists in accordance with Section 5(b) of the *Public Service Employment Act* to provide information for the registration, testing, guidance and enrollment process for language training.

Consistent Uses: The bank is used to initiate the registration, guidance and enrollment process for language training.

Retention and Disposal Standards: Records are retained for a period of 15 years and then destroyed.

PAC# = 83-013

Related to COR: PSC/LTB-105

TBS Registration Number: 001483

PSC/P-CE-741

Language Training Files

Description: This bank includes student objectives, quantitative and basic personal data. This bank was formerly called Student Cumulative file.

Class of Individuals: Public servants who underwent or are undergoing language training.

Purpose: This bank exists in accordance with Section 5(b) of the *Public Service Employment Act* to provide information on employees to the PSC language training centres so that these centres may properly perform their function of teaching the official languages to enrolled students.

Consistent Uses: The bank is used to assist teachers and pedagogical counsellors in performing their function and to provide administrative information.

Retention and Disposal Standards: Records are retained for a period of 15 years and then destroyed.

PAC# = 83-013

Related to COR: PSC/LTB-105

TBS Registration Number: 001484

Corporate Systems and Services Branch

PSC/P-CE-742
Person-Oriented File
Description: This bank contains information obtained from the Appointment Information Management System, the Separation System, the Official Languages Information System and the Incumbent System.
Class of Individuals: Public servants who have been appointed under the *Public Service Employment Act*.
Purpose: This bank exists in accordance with Sections 7(1), 22 and 45 of the *Public Service Employment Act* to provide information about the current appointment held by persons in the Public Service.
Consistent Uses: Information in this bank is used for cross-checking the consistency of data in other files such as the Appointment Information Management System.
Retention and Disposal Standards: Records are retained throughout the period of a person's employment in the Public Service and then deleted from the file.
PAC# = 83-013
Related to COR: PS6/SPB-030
TBS Registration Number: 001485

PSC/P-CE-743
Access Request Data Banks (New)
Description: This bank contains access request forms, the replies to such requests and information relating to the processing of the requests.
Class of Individuals: Public servants having made a formal access request under the *Access to Information Act* or *Privacy Act*.
Purpose: This bank exists in accordance with Section 4 of the *Access to Information Act* and Section 12 of the *Privacy Act* to process access requests made under the Acts.
Consistent Uses: The bank is used to record and process access requests, to respond to complaints received under the Acts and for statistical purposes.
Retention and Disposal Standards: Records are retained for two years after completion of the request, then destroyed.
PAC# = 85-016
TBS Registration Number: 001684

PSC/P-CE-744
Employment and Staffing (New)
Description: This bank contains solicited and unsolicited applications for employment and curricula vitae, acknowledgement of receipt of letters, staffing action requests, job descriptions, selection profiles, competition posters, interview notes, rating board assessments, eligibility lists, all other documents used in establishing candidates' order of merit, results and notification of appointment. Persons completing a Personal Information Request Form are required to give the relevant competition number in the case of solicited applications.
Class of Individuals: Public servants who have applied for a position in the Public Service Commission.
Purpose: This bank exists in accordance with Section 10 of the *Public Service Employment Act* to record and provide information related to any process of personnel selection by competition or without competition administered by the Personnel Services Directorate of the Public Service Commission.
Consistent Uses: This bank is used to staff positions and to provide related documentation for PSC investigations as a result of the selection process.
Retention and Disposal Standards: The files are retained for two years and then destroyed.
PAC# = 85-016
TBS Registration Number: 001704

PARTICULAR BANKS

PSC/P-PE-801
Flexibility (10%) EX/SM and Special Assignment Pay Plan Positions
Description: This bank contains agreements between the employee and/or the organizations involved, administrative correspondence, a Report on Staffing Transaction, an approval form, and a curriculum vitae as required.
Class of Individuals: Public servants employed by the Public Service Commission in overfill situations at the EX/SM levels and employees of other groups who are employed under the Special Assignment Pay Plan (SAPP).
Purpose: This bank exists to record and control the SM/EX overfill and Special Assignment Pay Plan situations in the Public Service Commission.
Consistent Uses: This bank is used to administer and maintain data on the EX/SM overfill and Special Assignment Pay Plan situations in the Public Service Commission. It is also used to report general data to PSC management and Treasury Board as required.
Retention and Disposal Standards: Records are retained for a period of two years and then destroyed.
PAC# = 78-001
Related to COR: PSC/CSS-918
TBS Registration Number: 001486

PSC/P-PE-802
Career Orientation Program (COP) Applicant Inventory
Description: This bank contains personal documents such as requests for employment, curricula vitae, as well as selection reports from client departments.
Class of Individuals: Public servants within the ED group in the PSC chosen as candidates for the Career Orientation Program.
Purpose: This bank exists in accordance with Section 5(c) of the Public Service Employment Regulations to record an inventory of candidates in order to help client departments and agencies to staff some of their positions with COP participants.
Consistent Uses: The bank is used to identify possible candidates for COP assignments and provide managers with the necessary information to select a candidate for a given position.
Retention and Disposal Standards: Effective March 31, 1985, the Career Orientation Program no longer exists. However, past records are retained for two years after last update of request and then destroyed.
PAC# = 83-013
Related to COR: PSC/CSS-918
TBS Registration Number: 001487

PSC/P-PE-803
Career Orientation Program Participant File
Description: This bank contains the statement of duties of the position to be filled, the request from the client department, statement of abilities, appraisal or assessment forms, letters of agreement on reassignment, bilingual bonus and all pertinent correspondence on the training and travelling of the participant.
Class of Individuals: Career Orientation Program participants chosen within the ED groups of the PSC.
Purpose: This bank exists in accordance with Section 5(c) of the Public Service Employment Regulations to record an inventory of COP participants.
Consistent Uses: This bank is used to make decisions pertaining to the nomination of the participant.
Retention and Disposal Standards: Effective March 31, 1985 the Career Orientation Program no longer exists. However, records are retained for two years following the appointment to a new group or

level and then destroyed.
PAC# = 83-013
Related to COR: PSC/CSS-918
TBS Registration Number: 001488

PSC/P-PE-804
National Indigenous Development Program (New)
Description: This bank contains personal, employment and training and development data found on resumés, applications, assessments, letters of offer, Reports on Staffings Transactions, placement agreements, development plans, employee appraisal and financial information relating to travel and training.
Class of Individuals: Public Service Commission employees of indigenous background seconded to various departments for on-the-job development.
Purpose: This bank exists further to a Cabinet Decision (292/43 RD dated June 22/83) which agreed to specific measures for the implementation of Affirmative Action Programs in the Public Service. The National Indigenous Development Program aims at increasing the number of native people at the middle and senior management levels in the Public Service through training and development opportunities.
Consistent Uses: This bank is used to identify, refer and appoint individuals suitable for positions in the Public Service. It is also used for statistical, monitoring and evaluation purposes.
Retention and Disposal Standards: Hard copy files are retained for 5 years after termination of employment in the Public Service and destroyed. Computerized data is kept on-line for one year, transferred to magnetic tape for 5 years and then destroyed.
PAC# = 85-016
TBS Registration Number: 001706

PSC/P-PE-805
Northern Careers Program (New)
Description: This bank contains personal, employment and training and development data found on résumés, applications, assessments, letters of offer, Reports on Staffing Transactions, placement agreements, development plans, employee appraisal and financial information relating to travel, training, and Isolated Post allowances.
Class of Individuals: Public Service Commission employees of indigenous background seconded to various departments and educational institutions for on-the-job and educational development.
Purpose: This bank exists further to a Treasury Board decision (TB 729915 of August 20, 1974) to provide training and career development for northern native people within the Federal Public Service north of 60°.
Consistent Uses: This bank is used to identify, refer and appoint individuals suitable for positions in the Public Service. It is also used for statistical, monitoring and evaluation purposes.
Retention and Disposal Standards: Files are retained for 5 years after termination of employment in the Public Service and then destroyed.
PAC# = 85-016
TBS Registration Number: 001707

STANDARD BANKS

PSC/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 001489

PSC/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence

concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001490

PSC/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001491

PSC/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 001492

PSC/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 001493

PSC/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001494

PUBLIC SERVICE COMMISSION

PSC/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001495

PSC/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001496

PSC/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

PAC# = 85-001

TBS Registration Number: 001497

PSC/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001498

PSC/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 001499

PSC/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

PAC# = 85-001

TBS Registration Number: 001500

PSC/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

Class of Individuals: Employees of government institutions.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.

Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001500

PSC/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.

Consistent Uses: To support decisions regarding employee assistance measures.

Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001501

PSC/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Consistent Uses: To issue identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.

PAC# = 85-001

TBS Registration Number: 001502

PSC/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.

PAC# = 85-001

TBS Registration Number: 001503

Deleted Personal Information Banks

PSC/P-PU-060	**Career Assignment Program (CAP) Nominee Cards**
PSC/P-PU-070	**Selection Board Files — Career Assignment Program (CAP)**
PSC/P-PU-080	**Career Assignment Program (CAP) Nominee Files**
PSC/P-CE-727	**Career Assignment Program (CAP) and Special Development Program (SDP) Nominee Cards**
PSC/P-CE-729	**Selection Board Files — Career Assignment Program (CAP) and Special Development Program (SDP)**
PSC/P-CE-733	**Career Assignment Program (CAP) and Special Development Program (SDP) Nominee Files**

PUBLIC SERVICE STAFF RELATIONS BOARD

Chapter 81

PUBLIC SERVICE STAFF RELATIONS BOARD

Background

The Public Service Staff Relations Board was established in 1967 by the *Public Service Staff Relations Act* (now RSC 1970 C. P-35). The Board is designated as a department within the meaning and purpose of the *Financial Administration Act* (O.I.C. 1967-635, April 4, 1967). By Order-in-Council 1968-2032 of October 29, 1968 the Board was declared to be a separate employer under the provisions of the *Public Service Staff Relations Act*. The Board reports to Parliament, through a Minister of the Crown, other than a member of the Treasury Board, as designated by the Governor-in-Council. At present the responsible Minister is the President of the Privy Council.

Overall Responsibilities

The Board is an independent body, whose members are appointed for specified periods and who hold office during good behaviour. It is responsible for the administration of the *Public Service Staff Relations Act* which established a system of collective bargaining, a grievance process and an adjudication procedure for the federal public service as defined in the Act. These responsibilities include such matters as determination of bargaining units, certification and decertification of bargaining agents, arbitration of interest disputes, adjudication of rights disputes and generally providing an administrative structure within which the rights and responsibilities of the employers and employees in the federal public service may be exercised and/or enforced.

Access Procedures

All enquiries should be directed to the Privacy Co-ordinator

Secretary-Registrar
Public Service Staff Relations Board
P.O. Box 1525, Station B
Ottawa, Ontario
K1P 5V2
Tel: (613) 990-1803

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

SRB/P-PU-005
Application for Employment
Description: This bank contains completed employment application forms, résumés, letters of reference and departmental replies to applications.
Class of Individuals: Individuals seeking employment with the Board.
Purpose: This bank exists to retain applications for employment with the Board.
Consistent Uses: To support decisions regarding the referral of candidates for staffing purposes.
Retention and Disposal Standards: Files are retained for two years from date of receipt and then destroyed.
PAC# = 78-001
TBS Registration Number: 000769

SRB/P-PU-010
Personal Service Contracts
Description: This bank contains information on personal service contracts such as invoices, rates of pay, expenses incurred and payment records.
Class of Individuals: Individuals hired under contract and part-time Board members hired by Order-in-Council.
Purpose: This bank exists to record payments made to individuals hired under contract with the Board.
Consistent Uses: To support decisions relating to the authorization of personnal service contract payments.
Retention and Disposal Standards: Files are retained for six years following the fiscal year in which services were performed and then destroyed.
PAC# = 78-001
TBS Registration Number: 000770

SRB/P-PU-015
Access Requests Data Bank
Description: This bank contains access requests forms, replies to such requests and information relating to their processing.
Class of Individuals: Members of the general public and federal government employees seeking access to information relating to themselves and/or to program and activities of the Board.
Purpose: This bank exists to process requests for access to information, held by the Board.
Consistent Uses: To support decisions relating to the processing of access requests; to compile, on a periodic basis, the number of requests received and to record the status and particulars of each request, fees charged, etc.
Retention and Disposal Standards: Files are retained for two years after last administrative action and then destroyed.
PAC# = 78-001
TBS Registration Number: 000771

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to

Privacy Co-ordinator
Public Service Staff Relations Board
140 O'Connor Street
Room 406, East Tower
Ottawa, Ontario
K1P 5Z2
Telephone: (613) 990-1803

CENTRAL BANKS

SRB/P-CE-701
References of Grievances to Adjudication
Description: This bank contains Reference to Adjudication forms, copies of grievances, replies by employers at all levels of the grievance process, notice of hearings and/or decisions rendered by the Board.
Class of Individuals: Individuals employed in the federal public service who have referred grievances to the Board.
Purpose: The purpose of this bank is to record for determination by a Board member adjudicator, grievances concerning alleged violations of provisions of collective agreements and those concerning major disciplinary actions.
Consistent Uses: To support decisions made by the Board concerning adjudicable grievances.
Retention and Disposal Standards: Case files are retained for ten years after case is closed. Copies of Board decisions are microfilmed five years after decisions are rendered. They are retained for 50 years and then transferred to the Public Archives for archival purposes.
PAC# = 85-013
Related to COR: SRB/OSR-065
TBS Registration Number: 000772

SRB/P-CE-702

Objections to Managerial and Confidential Exclusions

Description: This bank contains submissions from employers to exclude employees from bargaining units, replies to submissions and decisions rendered by the Board.
Class of Individuals: Individuals employed in a managerial and/or confidential capacity with the federal public service.
Purpose: The purpose of this bank is to record, for determination by the Board, objections by bargaining agents to proposals of the employer to exclude employees from bargaining units on the grounds that they are employed in a managerial and/or confidential capacity.
Consistent Uses: To support decisions made by the Board concerning the exclusion of persons from bargaining units.
Retention and Disposal Standards: Files are retained for ten years after case is closed. Copies of Board decisions are microfilmed five years after decisions are rendered. They are retained for 50 years and then transferred to the Public Archives for archival purposes. Approved exclusions are retained for two years from date of approval and then destroyed.
PAC# = 85-013
Related to COR: SRB/OSR-075
TBS Registration Number: 000773

SRB/P-CE-703

Complaints of Unfair Practices

Description: This bank contains complaint forms, replies to complaints, notice of hearings and decisions rendered by the Board.
Class of Individuals: Individuals employed in the federal public service who have lodged a complaint against an employer or employee organization for failure to comply with specific regulations, procedures or decisions of the Board.
Purpose: The purpose of this bank is to record for determination by the Board complaints that the employer or an employee organization has failed to give effect to any provision of an arbitral award; to a decision of an adjudicator; or has contravened certain provisions pf the *Public Service Staff Relations Act* or Regulations.
Consistent Uses: To support decisions made by the Board concerning complaints of unfair practices.
Retention and Disposal Standards: Case files are retained for ten years after case is closed. Copies of Board decisions are microfilmed five years after decisions are rendered. They are retained for 50 years and then transferred to the Public Archives for archival purposes.
PAC# = 85-013
Related to COR: SRB/OSR-060
TBS Registration Number: 000774

SRB/P-CE-704

Revocation of Certification of Bargaining Agents

Description: This bank contains applications for revocation of certification, replies to applications, notice of hearings and decisions rendered by the Board.
Class of Individuals: Individuals employed in the federal public service who are considered part of a bargaining unit and who have forwarded applications to the Board for the revocation of certification of bargaining agents.
Purpose: The purpose of this bank is to record for determination by the Board applications made by persons under Section 41 of the *Public Service Staff Relations Act* for a declaration that the bargaining agent no longer represents a majority of employees in a particular bargaining unit.
Consistent Uses: To support decisions of the Board concerning applications for revocation of certification of bargaining agents.
Retention and Disposal Standards: Case files are retained for ten years after case is closed. Copies of Board decisions are microfilmed five years after decisions are rendered. They are retained for 50 years and then transferred to the Public Archives for archival purposes.
PAC# = 85-013
Related to COR: SRB/OSR-025
TBS Registration Number: 000775

SRB/P-CE-705

Applications for Extension of Time

Description: This bank contains applications for extension of time, replies to applications, notice of hearings and decisions rendered by the Board.
Class of Individuals: Individuals employed in the federal public service who have filed an application for an extension of time to present a grievance or to submit a reply to a proceeding.
Purpose: The purpose of this bank is to record for determination by the Board applications made by persons for an extension of time to present a grievance to an employer, refer a grievance to the Board of adjudication, or to submit a reply to a proceeding.
Consistent Uses: To support decisions made by the Board concerning applications for extension of time.
Retention and Disposal Standards: Case files are retained for ten years after case is closed. Copies of Board decisions are microfilmed five years after decisions are rendered. They are retained for 50 years and then transferred to the Public Archives for archival purposes.
PAC# = 85-013
Related to COR: SRB/OSR-110
TBS Registration Number: 000776

SRB/P-CE-706

Requests for Review of Decisions

Description: This bank contains requests to review Board decisions, replies to requests, notice of hearings and decisions rendered by the Board relating to the processing of requests.
Class of Individuals: Individuals employed in the federal public service who have filed with the Board a request to review, amend, alter or vary any decision made by the Board.
Purpose: The purpose of this bank is to record for determination by the Board applications made pursuant to Section 25 of the *Public Service Staff Relations Act* for the Board to review, rescind, amend, alter or vary any decision or order made by it.
Consistent Uses: To support decisions made by the Board concerning requests to review decisions.
Retention and Disposal Standards: Case files are retained for ten years after case is closed. Copies of Board decisions are microfilmed five years after decisions are rendered. They are retained for 50 years and then transferred to the Public Archives for archival purposes.
PAC# = 85-013
Related to COR: SRB/OSR-050
TBS Registration Number: 000777

SRB/P-CE-707

Consent to Prosecute

Description: This bank contains applications for consent to prosecute, statutory declarations or sworn statements, replies to applications, notice of hearings and decisions rendered by the Board.
Class of Individuals: Individuals employed in the federal public service who, at the request of the employer, have been or are being considered for prosecution for alleged failure to observe specific sections of the *Public Service Staff Relations Act*.
Purpose: The purpose of this bank is to record for determination by the Board applications made under Section 106 of the *Public Service Staff Relations Act* for consent of the Board to prosecute persons in the courts for alleged failure to observe any prohibition contained in Sections 8, 9 or 10 of the Act or concerning an offence under Section 104 of the Act.
Consistent Uses: To support decisions made by the Board regarding applications for consent to prosecute.
Retention and Disposal Standards: Case files are retained for ten years after case is closed. Copies of Board decisions are microfilmed five years after decisions are rendered. They are retained for 50 years

and then transferred to the Public Archives for achival purposes.
PAC# = 85-013
Related to COR: SRB/OSR-105
TBS Registration Number: 000778

SRB/P-CE-708
Determination of Designated employees
Description: This bank contains lists of positions considered as designated positions, notice of hearings, decisions rendered by the Board and lists of designated employees.
Class of Individuals: Individuals employed in the federal public service who are deemed designated employees, that is, having duties considered to be necessary in the interest of the safety and security of the public.
Purpose: The purpose of this bank is to record for determination by the Board objections by bargaining agents of proposals of the employer to consider certain employees or classes of employees in a bargaining unit as designated employees.
Consistent Uses: To support decisions made by the Board regarding the determination of federal public service employees as being designated employees.
Retention and Disposal Standards: Case files are retained for ten years after case is closed. Copies of Board decisions are microfilmed five years after decisions are rendered. They are retained for 50 years and then transferred to the Public Archives for archival purposes.
PAC# = 85-013
Related to COR: SRB/OSR-080
TBS Registration Number: 000779

PARTICULAR BANKS

SRB/P-SE-801 *Formerly Identified as:* SRB/P-SE-915
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000792

STANDARD BANKS

SRB/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000780

SRB/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education

levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000781

SRB/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000782

SRB/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments. to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000783

SRB/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001

TBS Registration Number: 000784

SRB/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001

TBS Registration Number: 000785

SRB/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000786

SRB/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000787

SRB/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

PAC# = 85-001

TBS Registration Number: 000788

SRB/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000789

SRB/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 000790

SRB/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

PAC# = 85-001

TBS Registration Number: 000791

SRB/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Consistent Uses: To issue identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.

PAC# = 85-001

TBS Registration Number: 000793

DEPARTMENT OF PUBLIC WORKS

Chapter 82

DEPARTMENT OF PUBLIC WORKS

Background

Public Works Canada was established in 1867 by an Act respecting the *Public Works of Canada* (SC 1867-68 c.12). Before that time, public works were carried on in the Province of Canada by the Commissioner of Public Works who controlled canals, works in navigable waters, harbours, lighthouses, beacons and buoys, slides and booms, roads and bridges, public buildings and provincial vessels.

Overall Responsibilities

The objective of Public Works Canada is to manage real property (land, buildings, roads, highways, bridges and marine works) for the Government of Canada, and to provide design, construction and realty services to government institutions, departments and agencies, while contributing to the government's wider social, economic and environmental objectives relative to real property.

The Department's activities have been structured into five programs as follows:

The Services Program fulfills the common service role to provide a wide range of professional and technical services in the fields of architecture, engineering and realty required by the Government and includes the management and administrative services required by the Department.

The Accommodation Program fulfills the common service role to provide the full range of office and other forms of accommodation required to support the operations of Government.

The Government Realty Assets Support Program provides a central capability for the Government to achieve wider social, economic and environmental objectives related to real property.

The Marine Transportation and Related Engineering Works Program provides specific marine works and related infrastructure to facilitate marine transportation and related economic and social development goals.

The Land Transportation and Other Engineering Works Program provides certain highways, bridges and other engineering works to facilitate land transportation and related economic and social development goals.

Organization

Public Works Canada is a highly decentralized department delivering services to other federal government departments from six regional offices. There are also several district offices located in each region which provide local service to the Department's clients and the public. The regional offices are located in Halifax (Atlantic Region); Montréal (Québec Region); Ottawa (National Capital Region); Toronto (Ontario Region); Edmonton (Western Region); and Vancouver (Pacific Region). They carry out the Department's program delivery responsibilities and services in the area of Planning, Property Administration, Real Estate Services, Contract Policy and Administration, Design and Construction, and Finance and Administration.

Access Procedures

Personal information held by Public Works Canada may be accessed by submitting Record Access Request Forms to Public Works Canada at the following locations:

Headquarters

Public Works Canada
Privacy Co-ordinator
Sir Charles Tupper Building
Riverside Drive
Ottawa, Ontario
K1A 0M2
Telephone: (613) 998-4270

Regional Offices

Pacific Region

Public Works Canada
Chief of Administration
1166 Alberni Street
Vancouver, British Columbia
V6E 3W5
Telephone: (604) 544-2229

Western Region

Public Works Canada
Chief of Administration
9925-109th Street
P.O. Box 488
Edmonton, Alberta
T5K 2J8
Telephone: (403) 420-3206

Ontario Region

Public Works Canada
Chief of Administration
4900 Yonge Street
Willowdale, Ontario
M2N 6A6
Telephone: (416) 224-4225

National Capital Region

Public Works Canada
Chief of Corporate Communications
Place du Portage, Phase IV
140 Promenade du Portage
Hull, Québec

Mailing address:
Ottawa, Ontario
K1A 0M3
Telephone: (819) 997-7511

Québec Region

Public Works Canada
Chief of Administration
200 Dorchester Boulevard West
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-7651

Atlantic Region

Public Works Canada
Chief of Administration
P.O. Box 2247
1505 Barrington Street

Halifax, Nova Scotia
B3J 3C9
Telephone: (902) 426-7893

Enquiries relating to a national data bank should be addressed to headquarters; those relating to a regional bank may be addressed to the appropriate regional office or to headquarters.

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Realty Services

PWC/P-PU-005
List of Landlords
Description: This bank contains information relating to existing landlords with whom the department has executed lease agreements. It contains names, addresses, rental rates, lease payments and descriptive property data.
Class of Individuals: Landlords doing business with the Department of Public Works.
Purpose: Administration of the leasing activity of the Accommodation Program.
Retention and Disposal Standards: Information is retained for two years.
PAC# = 79-008
Related to COR: PWC/PWC-040
TBS Registration Number: 000696

PWC/P-PU-010
Offers of Space
Description: This bank contains information relating to available accommodation offered to the Department. It may contain names, addresses, rental rates and descriptive property data submitted by potential landlords.
Class of Individuals: Landlords wishing to offer properties or accommodation to Public Works Canada.
Purpose: The purpose of this bank is to establish an inventory of space available to PWC. The information is used to assist in the selection of leased accommodation for the Federal government.
Retention and Disposal Standards: Information is retained for two years.
PAC# = 79-008
Related to COR: PWC/PWC-040
TBS Registration Number: 000697

PWC/P-PU-015
Contractors' Index
Description: This bank contains information relating to contractors in a variety of classifications including areas such as plumbing, electrical, moving, cleaning, snow removal and other trades relating to general property management. This bank contains names, addresses, telephone numbers, specializations, licences held, previous government work, if any, and in some cases, performance reports.
Class of Individuals: Contractors and trades-persons.
Purpose: This information is used pursuant to departmental procedures to contact and select contractors and service agencies for departmental projects.
Retention and Disposal Standards: This bank is updated on a continuous basis with information supplied by contractors and departmental officials. Information is retained for two years after removal from index.
PAC# = 79-010
TBS Registration Number: 000698

PWC/P-PU-020
List of Lessees
Description: This bank contains information relating to individuals, institutions and firms leasing properties or accommodation from the Department. This bank contains names, addresses, rental rates, and descriptive property information.
Class of Individuals: Lessees of the Department.
Purpose: This information is maintained for the administration of the space management and marketing activity of the Accommodation Program.
Retention and Disposal Standards: Information in this bank is updated on a continuous basis and is maintained for three years.
PAC# = 79-008
Related to COR: PWC/PWC-040
TBS Registration Number: 000699

PWC/P-PU-025
Register of Land Surveyors
Description: This bank contains information relating to qualified land surveyors who worked for or have indicated a desire to perform work for the Department of Public Works. This bank contains names, addresses, personal qualifications and records of past performance, if any.
Class of Individuals: Land surveyors.
Purpose: Information is used for the selection of land surveyors for projects administered by the Department.
Retention and Disposal Standards: This bank is updated on a continuing basis with information supplied by land surveying contractors. It is maintained for three years following removal from the register.
PAC# = 79-008
Related to COR: PWC/PWC-045
TBS Registration Number: 000700

PWC/P-PU-030
Register of Property Appraisers
Description: This bank contains information relating to qualified property appraisers who have worked for or have indicated a desire to work for the Department of Public Works. This bank contains names, addresses, personal qualifications and records of past performance, if any.
Class of Individuals: Property appraisers.
Purpose: Information is used for the selection of property appraisers for projects administered by the Department.
Retention and Disposal Standards: This bank is updated on a continuing basis with information supplied by property appraisal firms, individual appraisers and departmental officials. It is maintained for three years following removal from the register.
PAC# = 79-008
Related to COR: PWC/PWC-045
TBS Registration Number: 000701

PWC/P-PU-035
Surplus Property Mailing List
Description: This bank contains information related to individuals who have requested that they be contacted when surplus real properties become available for disposal by public tender. This bank contains the name and location of individuals as well as the type of real property (land or buildings, etc.) that they are interested in.
Class of Individuals: Individuals expressing interest in surplus real properties.
Purpose: Information in this bank is used to notify interested parties of disposal intentions of the Department.
Retention and Disposal Standards: Information in this bank is updated on a continuous basis and is maintained for two years

following removal from lists.
PAC# = 79-008
Related to COR: PWC/PWC-045; PWC/PWC-085
TBS Registration Number: 000702

Architectural and Engineering Services

PWC/P-PU-040

Consultants Inventory

Description: This bank contains information relating to firms and individuals specializing in fields associated with departmental activities whose services have been, are or may be commissioned by the Department. This bank contains names, addresses, personal qualifications, a record of previous commissions and experience, along with performance appraisals.

Class of Individuals: Professional and paraprofessional consultants.

Purpose: This information is used to select consultants for projects administered by the Department.

Retention and Disposal Standards: Information is updated continuously and is maintained for two years after removal from the inventory.
PAC# = 79-008
Related to COR: PWC/PWC-005; PWC/PWC-025
TBS Registration Number: 000703

PWC/P-PU-045

Canadian Artists Inventory

Description: This bank contains information on Canadian artists and their works. It contains biographical data, lists of exhibitions, lists of collections, dealers' names and addresses, the artist's home and business addresses and visual material.

Class of Individuals: Canadian artists.

Purpose: This information is used in the selection of Canadian artists' work for inclusion in federal projects.

Retention and Disposal Standards: This information is updated on a continuous basis and is maintained for two years following removal from inventory subject to selective archival retention.
PAC# = 79-010
Related to COR: PWC/PWC-015
TBS Registration Number: 000704

PWC/P-PU-050

Solar Development Contract Proposals

Description: Information in this bank relates to proposals for the development of solar technology. Along with development proposals, this bank contains personal information including names, addresses, education, qualifications and other data concerning company personnel seeking development contracts.

Class of Individuals: Individuals and/or employees of firms seeking solar development contracts.

Purpose: Information in this bank was used for the review and selection of proposals for the development of solar technology. This program has been turned over to Energy Mines and Resources (EMR).

Consistent Uses: Information may be shared with EMR.

Retention and Disposal Standards: This information is maintained five years and then submitted for selective retention to the Public Archives of Canada.
PAC# = 79-008
Related to COR: PWC/PWC-055
TBS Registration Number: 000705

Emergency Preparedness

PWC/P-PU-055

Register of Shielding Analysts

Description: This bank contains a record of qualified shielding analysts, including their name, address, registration number and place of representation.

Class of Individuals: Shielding analysts.

Purpose: Information in this bank is used for the selection and/or recommendation of qualified shielding analysts for the design of nuclear fallout protection.

Consistent Uses: Information in this bank is shared with anyone who wishes to access it.

Retention and Disposal Standards: Information is maintained two years following removal from register.
PAC# = 79-010
Related to COR: PWC/PWC-010
TBS Registration Number: 000706

PWC/P-PU-060

National Directory of Community Shelter Planners

Description: This bank contains a record of qualified community shelter planners, including the name, address and place of representation for each qualified person.

Class of Individuals: Community shelter planners.

Purpose: Information in this bank is used for the selection and recommendation of qualified community shelter planners for the National Shelter Program.

Consistent Uses: Information in this bank is shared with anyone who wishes to access it.

Retention and Disposal Standards: Information is maintained for two years following removal from the register.
PAC# = 79-010
Related to COR: PWC/PWC-010
TBS Registration Number: 000707

Fire Commissioner of Canada

PWC/P-PU-065

Fire Investigation Bank

Description: This bank contains information on fire investigations in federally owned or occupied property.

Class of Individuals: Persons involved in fire investigations.

Purpose: Information in this bank is collected for the purpose of maintaining a record of facts and evidence relating to persons in fire investigations pursuant to Canada Fire Prevention Regulations (PC 1960-50/1499).

Consistent Uses: Portions of this bank may be shared with the Royal Canadian Mounted Police, other police forces and investigative bodies for possible judicial proceedings and criminal investigations.

Retention and Disposal Standards: Information is retained for five years and then referred to Public Archives for selective retention.
PAC# = 78-029
Related to COR: PWC/PWC-035
TBS Registration Number: 000708

Comptroller

PWC/P-PU-070

Register of Suppliers

Description: This bank contains information on suppliers of materials and equipment. It contains names, addresses, commodities available from the supplier and details of previous departmental purchases, if any.

Class of Individuals: Suppliers of materials and equipment, classified by region.
Purpose: This bank is used to assist in the selection of suppliers.
Retention and Disposal Standards: Information is maintained for two years.
PAC# = 78-001
TBS Registration Number: 000709

PWC/P-PU-075
Personal Service Contracts
Description: This bank contains information relating to individuals under contract with the Department. It contains the contract, invoices, and payment records for these contractors.
Class of Individuals: Individuals having contracts with the Department. The bank classifies individuals on a regional basis.
Purpose: Information in this bank is used to record and control payments to contracted individuals or firms.
Consistent Uses: Financial data is transmitted to Supply and Services Canada.
Retention and Disposal Standards: Information is maintained for six years.
PAC# = 78-001
TBS Registration Number: 000710

PWC/P-PU-080
Applications for Employment
Description: This bank contains applications from the general public for employment with the Department. It contains curricula vitae of these individuals as well as requests for transfer from employees of other departments within the federal government. It is used to store papers and documents received from these applicants if this material has not been forwarded to the appropriate Canada Manpower Centre of Public Service Commission office for their action.
Class of Individuals: Individuals seeking employment. The bank is established on a regional basis.
Purpose: Applications for employment are received from the general public and may be used in the selection of staff.
Retention and Disposal Standards: Applications are maintained for two years (under review).
PAC# = 78-001
TBS Registration Number: 000711

PWC/P-PU-085
Access Request Data Bank
Description: This bank contains access requests submitted to the Department under the *Access to Information Act* and the *Privacy Act*. It also contains replies to such requests and information related to their processing.
Class of Individuals: Applicants under the *Access to Information Act* and the *Privacy Act*.
Purpose: This information is used for the administration of the above Acts. It is used for processing access requests only, and to report on the number of access requests received annually.
Retention and Disposal Standards: Files are maintained for two years following the last administrative action.
PAC# = 78-001
TBS Registration Number: 000712

Classes of Personal Information

Project Records

In carrying out its mandate, the Department generates and receives a large volume of information and correspondence related to work projects. These projects include property acquisition, disposal, expropriation and management; building, highway and marine construction, repair and demolition; dredging services and fleet management; and the provision of associated research, development and consulting services.

Included in this material are often found the personal views and opinions of individuals; evaluations of contractors' and consultants' performance; financial information relating to the management of projects; and any other correspondence associated with specific projects. The retention periods associated with this class of personal information are controlled by the records schedules of the general subject files in which they are stored.

Project records are organized by location. Consequently, access to personal information in project records requires the individual to provide the location of a specific project as well as the nature of the project.

General Operational Records

The Department maintains, in addition to specific project records, general files associated with its operational activities. Occasionally, personal opinions expressed by individuals are maintained on these general records. Access to these records requires the requestor to identify, in sufficient detail, the subject of the information to which he/she wishes access.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The following banks are located at headquarters and in the regions. Contact points and telephone numbers for informal and formal access are

Privacy Co-ordinator
Public Works Canada
Room A-131
Sir Charles Tupper Building
Riverside Drive
Ottawa, Ontario
K1A 0M2
Telephone: (613) 998-4270

Headquarters

Public Works Canada
Sir Charles Tupper Building
Confederation Heights
Ottawa, Ontario
K1A 0M2
Telephone: (613) 998-4270

Regional Offices

Public Works Canada
Chief of Administration
P.O. Box 2247
1505 Barrington Street
Halifax, Nova Scotia
B3J 3C9
Telephone: (902) 426-7893

Public Works Canada
Chief of Administration
200 Dorchester Blvd. West
Montréal, Québec
H2Z 1X4

Public Works Canada
Chief of Corporate Communications
National Capital Region
Place du Portage, Phase IV
140 Promenade du Portage
Hull, Québec

Mailing address:
Ottawa, Ontario
K1A 0M3
Telephone: (819) 997-7511

Public Works Canada
Chief of Administration
4900 Yonge Street
Willowdale, Ontario
M2N 6A6
Telephone: (416) 224-4225

Public Works Canada
Chief of Administration
9925-109th Street
P.O. Box 488
Edmonton, Alberta
T5K 2J8
Telephone: (403) 420-3206

Public Works Canada
Chief of Administration
1166 Alberni Street
Vancouver, British Columbia
V6E 3W5
Telephone: (604) 666-2229

CENTRAL BANKS

PWC/P-CE-701
Crown Housing Records
Description: This bank contains information relating to federal employees occupying or waiting to occupy Crown owned or administered housing.
Class of Individuals: Federal employees.
Purpose: Information in this bank is used for the administration of federal living accommodation.
Retention and Disposal Standards: This information is maintained for five years in the case of housing requirements and three years after termination in the case of specific occupancy records.
PAC# = 78-008
Related to COR: PWC/PWC-040
TBS Registration Number: 000713

PARTICULAR BANKS

PWC/P-PE-801
Special Audit Investigation Records
Description: Information in this bank is a record of special audits commissioned by the deputy minister relating to activities of employees who have been questioned. It also contains the names of employees being investigated and the results of the investigation.
Class of Individuals: Employees being investigated.
Purpose: This bank is used to inform the deputy minister and the RCMP of suspected criminal activity.
Consistent Uses: Information in this bank may be shared with the RCMP.
Retention and Disposal Standards: Information is maintained for six years.
PAC# = 78-001
TBS Registration Number: 000714

STANDARD BANKS

The following banks are located at headquarters and in the regions.

PWC/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no

further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000715

PWC/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000716

PWC/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000717

PWC/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000718

PWC/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 000719

PWC/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in

Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000720

PWC/P-SE-907
Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 000721

PWC/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000722

PWC/P-SE-909
Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000723

PWC/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process. up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000724

PWC/P-SE-911
Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses;

legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

PAC# = 85-001

TBS Registration Number: 000725

PWC/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000726

PWC/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 000727

PWC/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

PAC# = 85-001

TBS Registration Number: 000728

PWC/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

Class of Individuals: Employees of government institutions.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.

Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000729

PWC/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and

disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000730

PWC/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 000731

PWC/P-SE-918
Affirmative Action Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.
Class of Individuals: Departmental employees.
Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.
Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 000732

PWC/P-SE-919
Personal Harassment
Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.
Consistent Uses: To support decisions on transfer and discipline of employees.
Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.
PAC# = 85-001
TBS Registration Number: 000733

PWC/P-SE-920
Incentive Awards
Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or practiced suggestions for improvement of Public Service operations and completed recommendation reports concerning either the Merit Award or the Suggestion Award.
Class of Individuals: Public servants who have been nominated for awards under the federal government's Incentive Awards Plan.
Purpose: To identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan.
Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds.
Retention and Disposal Standards: Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed, and precedent setting files for 25 years then destroyed.
PAC# = 85-001
TBS Registration Number: 001759

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

Chapter 83

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

Background

The Department of Regional Industrial Expansion (DRIE) was created in December, 1983, through the amalgamation of elements of the former departments of Industry, Trade and Commerce and Regional Economic Expansion. DRIE was established to address the government's key priority of economic renewal, and was given the mandate of increasing the economic prosperity of Canadians in all provinces and stimulating regional industrial expansion. When the Ministry of State for Economic and Regional Development was disbanded in July, 1984, the Regional and Project Co-ordination Branch and the Federal Economic Development Co-ordinators were transferred to DRIE.

The Department's objective is to increase overall industrial, commercial and tourism activity in all parts of Canada in an environment that is stable and responsive to the expressed needs of business. This objective is achieved by working with business and labour, other governments and the academic community; providing financial, marketing and other technical information to businesses; and where necessary, extending direct financial assistance.

The Department acts so as to foster a climate which encourages firms to be more internationally competitive by developing new products, processes, and services; establishing the capacity to produce these goods and services; marketing these goods and services at home and abroad; and restructuring the firms' activities to adjust to changing market conditions.

The major programs administered by DRIE include the Industrial and Regional Development Program, Tourism Canada, the Defence Industry Productivity Program, the Program for Export Market Development (delivered on behalf of the Department of External Affairs), Special Agricultural and Rural Development Act (ARDA), the Native Economic Development Program and Economic and Regional Development Agreements (ERDA) Sub-Agreements.

Access Procedures

Personal information held by DRIE includes information on employees. Information on other persons may also be retained for the purpose of administering the Department's regional and industrial expansion programs. Such information may, for example, assist in determining eligibility for and level of benefits, in auditing and evaluating and in effecting payments.

Persons who wish to formally exercise their rights under the *Privacy Act* are requested to submit their requests in writing to

The Senior Departmental Advisor
Access to Information and Privacy Office
Office of the Comptroller
Department of Regional Industrial Expansion
3rd Floor West
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 957-0508

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Administrative Services

RIE/P-PU-005

Professional and Special Services Contracts

Description: This bank is maintained by Administrative Services to record information on professional and special services contracts in compliance with the *Financial Administration Act* and Treasury Board and internal departmental directives. The files are arranged in alpha/numeric order.

Class of Individuals: Individuals engaged in professional or special services contracts with the Department through Ottawa, the regions or the offices of the Federal Economic Development Co-ordinator (FEDC).

Purpose: The bank is used to administer contracts, to make payments where required, to collect receivables, to perform accounting and administrative functions for the Department, to facilitate the selection of consultants and to carry out auditing and evaluation.

Retention and Disposal Standards: Retained for six years and then destroyed.

PAC# = 78-001

Related to COR: RIE/ASB-912

TBS Registration Number: 001102

Canadian Industrial Renewal Board (CIRB)

RIE/P-PU-015

Clothing Scholarships Program

Description: The bank is maintained as a result of a program to improve the quality of management skills available to the clothing industry by assisting persons enrolled in an apparel management program at a recognized college or university. The bank indicates the name, address, age, work experience, academic experience and career objectives of applicants. The files are arranged alphabetically by year.

Class of Individuals: Students who have received a scholarship.

Purpose: The information is used to evaluate applicant qualifications, to assess individual career aspirations, to monitor the performance of the program and to account for the payment of bursaries. The awarding of scholarships under this program was terminated in 1984.

Retention and Disposal Standards: Retained for six years and then destroyed.

PAC# = 78-001

Related to COR: RIE/CIR-290

TBS Registration Number: 001104

RIE/P-PU-020

Footwear Canada Scholarship Program

Description: The bank is maintained as a result of a program to improve management capabilities in the Canadian footwear and tanning industries by assisting college students. The bank reflects the name, address, age, telephone number, citizenship and educational qualifications of applicants. The files are arranged by name.

Class of Individuals: Students who have received a scholarship.

Purpose: The information is used to assess a student's application for the scholarship, to retain the necessary documentation regarding acceptance and payments, to monitor the performance of the program and to assess individual career aspirations. The awarding of scholarships under this program was terminated in 1984.

Retention and Disposal Standards: Retained for six years and then destroyed.

PAC# = 78-001

Related to COR: RIE/CIR-290

TBS Registration Number: 001105

RIE/P-PU-025

Footwear Design Scholarship Program

Description: The bank is maintained as a result of a program to improve design capabilities. in the Canadian footwear and tanning industires by assisting college students and other young persons. The bank indicates the name, address, age, telephone number, citizenship and educational qualifications of applicants. The files are arranged by name.

Class of Individuals: Students who have received a scholarship.

Purpose: The information is used to assess students' applications for the scholarship, to retain the necessary documentation regarding acceptance and payments, to monitor the performance of the program and to assess individual career aspirations. The awarding of scholarships under this program was terminated in 1984.

Retention and Disposal Standards: Retained for six years and then destroyed.

PAC# = 78-001

Related to COR: RIE/CIR-290

TBS Registration Number: 001106

Awards and Design Directorate

RIE/P-PU-030

Design Canada Scholarship Bank

Description: This bank is maintained by the Awards and Design Directorate to retain information regarding education and experience of scholarship applicants. The *National Design Council Act* provides for the Council to recommend to the Minister the awarding of scholarships to individuals in Canada for research or study purposes. biographical information such as educational background, work history, areas of interest, career objectives and grants and awards. Files are arranged in alphabetical order.

Class of Individuals: Design Canada scholarship applicants.

Purpose: The information is used for analysis of educational streams or job histories in order to identify successful design education techniques or methods. The awarding of Design Canada scholarships under the Canada Awards for Excellence Program was discontinued on November 9, 1984, and the last payments on the program will be made in 1986-87.

Retention and Disposal Standards: Retained for seven years and then transferred to Public Archives Canada.

PAC# = 68-067

Related to COR: RIE/OIA-040

TBS Registration Number: 001107

Food and Consumer Products Industries Branch

RIE/P-PU-035

Food Industry Scholarship Fund

Description: This bank is maintained by the Food and Consumer Products Industries Branch to record applications received under the fund. Applications received contain biographical information such as educational background, academic standing, work history, career objectives and industry evaluations based on personal interviews. Files are maintained by year of application under the names of the applicants.

Class of Individuals: University students applying for scholarships.

Purpose: The information is used to ascertain eligibility for financial support under the fund for awarding scholarships.

Retention and Disposal Standards: Retained for six years and then destroyed.

PAC# = 78-001

Related to COR: RIE/FCP-075

TBS Registration Number: 001108

Economic Analysis and Strategic Planning Branch

RIE/P-PU-040

Labour Force Tracking Surveys — 1977 and 1978

Description: This database contains information obtained as a result of two special surveys undertaken in the summers of 1977 and 1978. The surveys were designed to collect data on the employment history of individuals experiencing layoffs from declining sectors. The information collected includes data on the respondents' demographic characteristics, income, education and skill levels. The information is arranged by year of survey, with identification by social insurance number.

Class of Individuals: Individuals who experienced layoffs from selected employers, in selected communities across Canada.

Purpose: The Labour Force Tracking Surveys were undertaken as a result of the Department's mandate to examine the labour adjustment problems which workers employed in declining sectors faced. The information gathered from the surveys has only been used for analytical and policy making purposes, the drafting of statistical reports and econometric model development. Because of the historic nature of the data, it is no longer in active use, although there is continued interest in results of analysis.

Consistent Uses: Since the surveys were a joint project with the Canada Employment and Immigration Commission, aggregated data has been shared with that Department for research purposes.

Retention and Disposal Standards: Retained for 10 years and then transferred to Public Archives of Canada.

PAC# = 69-121

Related to COR: RIE/POL-230

TBS Registration Number: 001109

Small Business Secretariat

RIE/P-PU-045

Management Excellence in Small Business Program

Description: The Small Business Secretariat maintains records of curricula vitae of persons applying for grants under the Management Excellence in Small Business Program. The bank contains the curricula vitae of university, community college, business academics and students. The files are arranged by name of university.

Class of Individuals: Academics and students.

Purpose: The bank was used by an advisory panel to evaluate the qualifications of persons applying for grants under the Management Excellence in Small Business Program which was terminated on November 9, 1984.

Retention and Disposal Standards: Retained for six years and then destroyed.

PAC# = 78-001

Related to COR: RIE/SBS-490

TBS Registration Number: 001110

Office of Industrial Innovation

RIE/P-PU-050

Technological Innovation Studies Program

Description: This bank is maintained by the Office of Industrial Innovation to record the applications received under the Technological Innovation Studies Program. contain the curricula vitae of university professors who apply for grants to carry out studies, and information relating to research project proposals submitted by researchers. The files are arranged in alphabetical order with university affiliation.

Class of Individuals: Academics and under-graduates.

Purpose: The information is used to evaluate the qualifications of persons applying to carry out studies, to promote studies of interest to the Department in the field of the technological innovation process in

Canada which will give background information used in the development of policies or programs and to promote the development of a pool of experts in the area.
Retention and Disposal Standards: Retained for six years and then transferred to Public Archives of Canada.
PAC# = 80-016 (Amendment)
Related to COR: RIE/OII-140
TBS Registration Number: 001111

Administration

RIE/P-PU-055
Applications for Employment
Description: This bank serves as a reference for any applications for employment submitted directly by individuals to any of the offices of the Federal Economic Development Co-ordinator (FEDC). These requests usually consist of a covering letter, curriculum vitae, and replies to such requests.
Class of Individuals: Individuals seeking employment.
Purpose: This bank is used by the FEDC offices to store applications for employment submitted by individuals seeking employment.
Retention and Disposal Standards: Retained for one year and then destroyed.
PAC# = 78-001
Related to COR: RIE/ORD-305
TBS Registration Number: 001112

RIE/P-PU-060
Consulting and Professional Services Contracts
Description: This bank is maintained by the Native Economic Development Program (NEDP) administration section to record information on consulting and professional services contracts in compliance with the *Financial Administration Act* and Treasury Board and internal departmental directives.
Class of Individuals: Individuals engaged in consulting and professional service contracts with the NEDP.
Purpose: The bank is used to administer contracts, to make payments where required, to collect receivables, and to audit and evaluate contracts.
Retention and Disposal Standards: Retained for six years and then destroyed.
PAC# = 78-001
Related to COR: RIE/NED-325
TBS Registration Number: 001113

RIE/P-PU-065
Access to Information and Privacy Requests
Description: This bank contains requests submitted by individuals seeking access to information under the *Access to Information Act* and the *Privacy Act*, replies to such requests and information relating to their processing.
Class of Individuals: Individuals submitting requests for access to information under the *Access to Information Act* and the *Privacy Act*.
Purpose: The information is used to process formal access requests in accordance with the *Access to Information Act* and the *Privacy Act*.
Consistent Uses: This bank is also used to report to Treasury Board and to Parliament on access requests received under the *Access to Information Act* and the *Privacy Act*, to verify the identity of requestors and for purposes of consultations with other government institutions.
Retention and Disposal Standards: Retained for six years and then destroyed.
PAC# = 78-001 (under review)
Related to COR: RIE/ACC-285
TBS Registration Number: 001114

RIE/P-PU-070
Canada Awards For Excellence — Young Canadians Category (New)
Description: The bank is maintained as a result of a program giving recognition for outstanding achievements by talented young Canadians in science and design. The bank indicates the name, address, age, school, description of the project being considered for recognition and adjudicator's comments. The files are arranged alphabetically by year.
Class of Individuals: Students in competition for awards for scientific or design related projects with commercial potential.
Purpose: The information is used to evaluate projects for award under the Canada Awards for Excellence Program to young Canadians for their achievements in science and design.
Retention and Disposal Standards: Retained for seven years and then transferred to Public Archives of Canada.
PAC# = 68-067
TBS Registration Number: 001720

RIE/P-PU-075
Departmental Boards, Advisory Committees, Task Forces, etc. Reporting to DRIE Minister (New)
Description: This bank contains brief details of departmental boards, advisory committees, task forces, etc. which report to DRIE Ministers. Details on members of such groups are limited to: name, affiliation, address, telephone number, commencement and expiry dates of appointment.
Class of Individuals: Members of above boards, committees, task forces, etc.
Purpose: To advise the Minister semi-annually of existing and forthcoming vacancies on departmental boards, advisory committees, task forces, etc. for which they have the responsibility to appoint replacements.
Retention and Disposal Standards: Retained for five years and then transferred to Public Archives.
PAC# = 78-001
TBS Registration Number: 001721

Classes of Personal Information

Enterprise/Industrial Development and Assistance

The Department and its predecessor departments have administered a number of enterprise/industrial development and assistance programs. These programs have been aimed at encouraging enterprise and industrial development in a wide variety of ways. Personal information may be collected in the course of these departmental activities. Programs and activities which may have involved the storage of personal information include the Industrial and Regional Development Program, the Regional Development Incentives Program, the Enterprise Development Program, the Tourism Destination Program, the Tourism Incentives Program, the Industry and Labour Adjustment Program, the Support for Technology Enhanced Productivity Program, the Program for Export Market Development, the Canadian Industrial Renewal Board Program, the Defence Industry Productivity Program, the Pharmaceutical Industrial Development Assistance Program, the Credit Reinsurance Program, the Shipbuilding Industry Assistance Program, the Small Business Loans Act Program, the Advanced Technology Program — Waterloo Centre for Process Development, the Small Business Investments Grants, the Government Procurement Projects, the Industry Energy Research and Development Program, the Major Crown Projects, the Machinery Program, the Native Economic Development Program and the Western Transportation Industrial Development Program.

Personal information may include particulars such as the names, addresses, social insurance numbers, financial interests, management capabilities, employment histories, remuneration, age, health, marital status and educational background of individuals. Such personal information is stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided such as the program area, the corporate/ project name, the location of a facility and the approximate date of submission/award.

General Development Agreements, Economic and Regional Development Agreements, Subsidiary Agreements and Related Initiatives

The Department has collected data needed for the administration of subsidiary agreements entered into with the provinces, consistent with the terms and conditions of general development agreements previously signed with all provinces, except Prince Edward Island, and the new economic and regional development agreements entered into with the 10 provinces. The general development agreements, which expired on March 31, 1984, established the framework for development and identified development opportunities for implementation under subsidiary agreements. A number of these subsidiary agreements continue in effect, for instance, the Canada-Alberta Subsidiary Agreement on Nutritive Processing Assistance, the Canada-British Columbia Subsidiary Agreement on Industrial Development and the Canada-Manitoba Subsidiary Agreement on Northern Development. The economic and regional development agreements, which succeed the general development agreements, provide a framework for co-operation and consultation on matters relating to economic development in each province and region. are identified, individual subsidiary agreements are formulated. These opportunities are normally unique to a province and, as a result, subsidiary agreements cover a broad range of specific programs. Examples of these agreements are the Canada-Nova Scotia Subsidiary Agreement on the Strait of Canso Area Development, the Canada-Saskatchewan Subsidiary Agreement on Advanced Technology and the Canada-New Brunswick Subsidiary Agreement on Transportation Development.

Personal information may be stored in administering a number of subsidiary agreements. This information may include financial, employment, demographic and educational data on individuals. Such data, however, would be stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided such as the name of the project or program that may be related thereto and the approximate date of submission/award.

Other Programs and Agreements

This class reflects other programs and agreements not specifically covered under the other classes. These other programs and agreements are aimed at resolving specific problems of a limited nature or in specifically defined areas of the country. for example, federal-provincial agreements such as those under the *Agricultural and Rural Development Act* (ARDA) are concerned with rural problems of unemployment and social disadvantages. Special ARDA agreements have been used as a vehicle to improve the economic circumstances of native people by providing financial and other assistance to create job opportunities. In addition, a $345 million Native Economic Development Program has been created to increase economic self-reliance and development for Canada's native people. A 15-year development agreement, the Prince Edward Island Comprehensive Development Plan, was signed by Canada and P.E.I. in 1969, under the authority of the *Fund for Rural Economic Development Act*. The plan has allowed for the design and implementation of a broad range of programs to stimulate economic growth, create jobs and raise per capita income. In addition, under the Federal Development Strategy, the Department has been involved in providing further economic development activities on P.E.I. Special areas have been designated in Canada, such as the Magdalen Islands, in order to deal with special problems of economic expansion and social adjustment.

Personal information may be stored in administering programs falling within this class. This information may include financial, employment, demographic and educational data on individuals. Such data, however, would be stored as part of the general subject files where records are not normally retrieved by name of individuals or other personal identifier. This form of information is normally retrievable only if specifics are provided, such as the name of the program concerned, the name of the specific project and the approximate date of submission/award.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please forward all requests for formal access to

Senior Departmental Advisor
Access to Information and Privacy Office
Office of the Comptroller
Department of Regional Industrial Expansion
3rd Floor West
235 Queen Street
Ottawa, Ontario
K1A 0H5

STANDARD BANKS

The following banks are located at headquarters and in the regions.

RIE/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

PAC# = 85-001

TBS Registration Number: 001115

RIE/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The bank provides a record of the information used in staffing positions in a government institution.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001116

RIE/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001117

RIE/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

PAC# = 85-001

TBS Registration Number: 001118

RIE/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private

organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 001119

RIE/P-SE-906

Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001120

RIE/P-SE-907

Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 001121

RIE/P-SE-909

Security Clearances
Note: (Personal history forms and fingerprint forms are also kept for individuals engaged in professional or service contracts with the Department. See "Administrative Services — Professional and Special Services Contracts.")
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees. (However, personal history forms and fingerprint forms are also kept for individuals engaged in professional or service contracts with the Department — see "Administrative Services — Professional and Special Services Contracts".)
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001122

RIE/P-SE-910

Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001123

RIE/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

PAC# = 85-001

TBS Registration Number: 001124

RIE/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001125

RIE/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 001126

RIE/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

PAC# = 85-001

TBS Registration Number: 001127

RIE/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

Class of Individuals: Employees of government institutions.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.

Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001128

RIE/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.

Consistent Uses: To support decisions regarding employee assistance measures.

Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001129

RIE/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Consistent Uses: To issue identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.

PAC# = 85-001

TBS Registration Number: 001130

RIE/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.

PAC# = 85-001

TBS Registration Number: 001131

RIE/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.

PAC# = 85 001

TBS Registration Number: 001132

Deleted Personal Information Banks

RIE/P-PU-010	Institutional Assistance Program (Textile Scholarships)

RESTRICTIVE TRADE PRACTICES COMMISSION

Chapter 84

RESTRICTIVE TRADE PRACTICES COMMISSION

Background

The Restrictive Trade Practices Commission and the position of Director of Investigation and Research, were established by the *Combines Investigation Act* for the purpose of carrying on the federal government's anti-combines work. As an administrative tribunal, the Commission's function is to appraise and report on statements of evidence relating to enquiries which may be transmitted to it by the Director of Investigation and Research. Part IV.1 of the Act confers a quasi-judicial function upon the Commission and, for the purposes of that part, makes it a court of record. With the exception of certain duties under the *Shipping Conferences Exemption Act*, all the present functions of the Commission are specified in the *Combines Investigation Act*.

Access Procedures

Please address enquiries concerning access to personal information to

Secretary for the Commission
Restrictive Trade Practices Commission
P.O. Box 336, Station "A"
Ottawa, Ontario
K1N 8V3

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Classes of Personal Information

In the course of conducting the program and activities of the Restrictive Trade Practices Commission, categories of personal information may be accumulated which are not contained in a specific personal information bank. Such personal information includes evidence of witnesses testifying before the Commission in different enquiries. This evidence is stored as part of the general subject files, where records are not normally retrieved by name of individual or other personal identifier.

This form of personal information is normally retrievable only if specifics are provided concerning an enquiry with respect to evidence given on a certain day which is recorded and transcribed.

The retention periods for these classes of personal information are controlled by the records schedules of the general subject files in which they are stored.

ROYAL CANADIAN MINT

Chapter 85

Background

In 1931, an Act of Parliament was passed and the Ottawa Mint, originally established in 1908 as a branch of the Royal Mint, London, became the Royal Canadian Mint, established as a branch of the Department of Finance. The Mint was incorporated in 1969 by the *Royal Canadian Mint Act*.

The Royal Canadian Mint's primary purpose is to produce and arrange for the production and supply of coins of the currency of Canada. A Crown Corporation, the Mint actively competes in the international circulation and numismatic coin markets against other national or private mints to produce coins of countries other than Canada. Additionally, the Mint operates a refinery to melt, assay and refine gold, silver and other metals.

Access Procedures

When access to information in any of the following banks is being requested, a formal request under the *Access to Information Act*, should be sent to

Access to Information and Privacy Co-ordinator
Royal Canadian Mint
355 River Road, 6th Floor
Tower B, Vanier Towers
Vanier, Ontario
K1A 0G8

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

RCM/P-PU-005
Mail Order Fulfilment — Individual

The purpose of this bank is to record direct mail orders for Royal Canadian Mint coins. Information in these files includes the original order, customer name and address, product and quantity ordered, amount and method of payment, payment identification number, address and method employed for shipping. This information is used to initiate fulfilment, distribution, and verification of orders for coins. The information is retained for one year from the closing date of each numismatic program.

RCM/P-PU-010
Mail Order Fulfilment — Computerized Order Master

The purpose of this bank is to capture, update and report direct mail orders for Royal Canadian Mint coins. Information in this bank includes customer name and address, product and quantity ordered, amount and method of payment, payment identification number, address and method for shipping. This information is used to record direct mail orders for coins, payment data related to orders for financial reporting, shipping documentation on fully paid orders, and names and addresses of collectors for future solicitations. Information may be accessed by any one of customer name, customer number, order number or postal code. It is retained for two years after the close of the applicable numismatic program.

RCM/P-PU-015
Direct Mail Marketing — Computerized Mail Master

The purpose of this bank is to maintain a list of direct mail customers for Royal Canadian Mint numismatic products. Information in this bank includes customer name and address, customer number, and language. This information is used to comprise a listing of purchasers of coins for future solicitation through a direct mail approach. This file is also utilized for name, address, and order status information required in the order fulfilment process and to answer enquiries from customers concerning their particular order. This bank may be accessed by any one of customer name, customer number, or postal code. Records are retained for two years after the most recent purchase.

RCM/P-PU-020
Mail Order Fulfilment — Customers Relations

The purpose of this bank is to record service provided to purchasers of Royal Canadian Mint coins and answers to enquiries from the general public concerning numismatic programs. This information includes the customer's name and address. Where an order for a product is concerned, it will also include the telephone number, charge account number or other method of payment, product and quantity ordered. This information is used to aid in processing and tracing orders in cases of delay or loss. Information is accessed by the customer number, assigned by the Mail Master. The information is destroyed two years from the end of a coin program or when enquiries cease.

Classes of Personal Information

In the course of conducting the programs and activities of the Royal Canadian Mint, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information includes letters of appreciation; complaints and enquiries; campaigns and canvassing, such as Canada Savings Bonds and the United Way campaign; information concerning the use of copyrights and patents; records of distributors and dealers of Royal Canadian Mint products; appeals under the *Human Rights Act*. These categories are stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the subject matter. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please forward requests for access to the personnel officer at one of the following addresses, as appropriate.

Privacy Co-ordinator
Place Vanier, Tower "B"
6th Floor
355 River Road
Vanier, Ontario
K1A 0G8

Ottawa Mint
320 Sussex Drive
Ottawa, Ontario
K1A 0G8
Telephone: (613) 993-1249

Winnipeg Mint
520 Lagimodière Blvd.
Winnipeg, Manitoba
R2J 3E7

Hull Mint
Sacré Coeur Blvd.
Hull, Québec

PARTICULAR BANKS

RCM/P-PE-801

Labour Time Reporting — Computerized Employee Master File

The purpose of this bank is to update and report labour costs applicable to product costing and related personnel information. Information in this bank includes employee number, name, SIN, position, date of birth, start date, termination date, location, language, as well as accumulated worked days, vacation days and sick leave. This information is used to provide gross pay data incurred by productive cost centres; gross labour expense transactions; to generate certain attendance listings for Department of Supply and Services payroll system and to maintain permanent employee data. This bank contains data on approximately 800 individuals and may be accessed by employee number. The information is retained for two years. Termination of this bank is indefinite.

RCM/P-PE-802 *Formerly Identified as:* RCM/P-SE-915

Conflict of Interest

This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. This information relates to departmental employees. The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. The information is used to support decisions on transfers, discipline and termination of employment. Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved the records are destroyed.

STANDARD BANKS

The following banks are located at headquarters and in the regions.

RCM/P-SE-901

Employee Personnel Record

This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. The information in this bank relates to departmental employees. The purpose of this bank is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. The information is used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. The information is retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

RCM/P-SE-902

Staffing

The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) The information relates to departmental employees. The bank provides a record of the information used in staffing positions in a government institution, and is used to select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted. The records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

RCM/P-SE-903
Attendance and Leave

This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. The information relates to departmental employees. The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. The information is used to record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. Records are destroyed two years after expiry of the fiscal year.

RCM/P-SE-904
Pay and Benefits

This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The information is used to enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*. Records are destroyed two years after expiry of the fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

RCM/P-SE-905
Training and Development

This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. The information is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees. The records are destroyed two years after completion of the particular training and development undertaken by an employee.

RCM/P-SE-906
Official Languages

This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. The information relates to departmental employees. The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. The information is used to support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Two years after last documentation the records are destroyed.

RCM/P-SE-907
Occupational Health and Safety

The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908. The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program. The information is used to support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. The period of retention of the records is five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.

RCM/P-SE-908

Vehicle, Ship, Boat and Aircraft Accidents

This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907. The information relates to departmental employees. The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution. The information is used to determine liability for such accidents and to approve damage settlements. The records are destroyed two years after the settlement of individual claims.

RCM/P-SE-909

Security Clearances

This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank. The information relates to departmental employees. The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank. The information is used to support decisions on transfers, promotions, discipline and termination of employment. Two years after an employee leaves the institution for which the clearance was done the records are destroyed.

RCM/P-SE-910

Grievances

This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances. The information relates to departmental employees. The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board. Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board. Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

RCM/P-SE-911

Discipline

This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. The information relates to departmental employees. The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions. The information is used to support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment. The retention period for correspondence regarding investigations, testimony by witnesses and legal opinions is five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

RCM/P-SE-912

Performance Reviews and Employee Appraisals

This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. The information relates to departmental employees. The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. The information is used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. Records are destroyed after ten years for employees in the Management Resources Information System and three years for all other employees.

RCM/P-SE-913

Travel and Relocation

This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. The information relates to departmental employees. The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees. The information is used to administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

RCM/P-SE-914

Parking

This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP. The information relates to departmental employees. The purpose of this bank is to maintain information for the administration of parking privileges. The information is used to issue parking permits. Records are destroyed two years after the permit expires.

RCM/P-SE-916
Employee Assistance

This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. The information in this bank relates to departmental employees. The purpose of the bank is to record information necessary to the administration of the Employee Assistance Program and to determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. The information is used to support decisions regarding employee assistance measures. Two years following the date of the most recent reference to employee assistance the records are destroyed.

RCM/P-SE-917
Identification and Building-Pass Cards

This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory. The information relates to departmental employees. The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards. The information is used to issue identification and building-pass cards. Records are destroyed two years after expiry of identification and building-pass cards.

RCM/P-SE-918
Affirmative Action Program

The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records. The information relates to departmental employees. This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part I, Schedule I. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action. The disposal criteria for this bank are to be established.

RCM/P-SE-919
Personal Harassment

This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank. The information relates to departmental employees. The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation. The information is used to support decisions on transfer and discipline of employees. Records are destroyed two years after the most recent administrative activity in relation to an individual case.

ROYAL CANADIAN MOUNTED POLICE

Chapter 86

ROYAL CANADIAN MOUNTED POLICE

Background

The Royal Canadian Mounted Police was formed in 1873, under an Act of Parliament. In accordance with the present *RCMP Act*, the Commissioner, under the direction of the Solicitor General of Canada, is responsible for the control and management of the Force.

Overall Responsibilities

The Royal Canadian Mounted Police enforces laws thoughout Canada made by or under the authority of Parliament. Administration of justice within the provinces, including enforcement of the Criminal Code, is the responsibility of provincial governments. The RCMP has contract agreements with the two territories and all provinces, except Ontario and Québec, to enforce criminal, territorial and provincial laws, pursuant to Section 20 of the *RCMP Act*.

The headquarters of the Force is located in Ottawa. The Royal Canadian Mounted Police consists of 16 divisions. Each division is managed by a commanding officer. There are 13 operational divisions, divided into 47 sub-divisions and 718 detachments, located in all provinces and the territories. These divisions are alphabetically designated, with the headquarters for each located in its respective provincial or territorial capital except for "A" which is in Ottawa, "C" which is in Montréal and "E" which is in Vancouver. Under the Commissioner, functional direction is provided by a deputy commissioner in charge of Administration, a deputy commissioner in charge of Operations Criminal and a deputy commissioner in charge of Operations Protective.

Specialized support is offered to the 13 operational divisions by Air, Marine, Forensic laboratory services and Identification services. The remaining three divisions are "HQ" and "N" located at Ottawa and Rockcliffe, Ontario respectively, and Depot Division located at Regina, Saskatchewan.

The RCMP Academy (recruit training) is located at Depot Division in Regina. "N" division is comprised of the Canadian Police College, Musical Ride and the Band. "HQ" (Ottawa) consists of the Commissioner's Office and his Secretariat, directorate policy and co-ordinating centres and specialized support services, such as the forensic laboratory services, identification services, the Canadian Police Information Center (CPIC), and the Foreign Services Directorate which has responsibilities for activities of RCMP members stationed abroad.

The CPIC system is an advanced computerized information storage and retrieval facility, designed for the sole use of participating law enforcement agencies. The CPIC acts as a central repository of operational data that is contributed to and maintained by participating agencies. Records entered into the system must be supported by documented police reports held by the originator. The originating agency is the only one entitled or enabled to alter records in the system.

Access Procedures

All record access requests under the *Privacy Act* are processed centrally and should be addressed to

The Commissioner
Royal Canadian Mounted Police
1200 Alta Vista Drive
Ottawa, Ontario
K1A 0R2
Attention: Departmental Privacy Co-ordinator

The diversity of operations within the federal, provincial, municipal and territorial jurisdictions results in information storage systems that are decentralized, except for matters of national security where one master system is maintained in Ottawa. For this reason persons submitting access requests must indicate the geographic location they want searched.

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

C" Directorate

CMP/P-PU-005
Operational Case Records
Description: This bank contains personal information on individuals who have been involved in investigations under the Criminal Code, federal and provincial statutes, municipal by-laws and territorial ordinances. This bank contains investigational and occurrence reports, statements, exhibit reports, copies of Court documents such as summonses, warrants, etc., Court briefs, in some instances records relating to criminal histories. *In addition to the requirements indicated on the record access request form, individuals must provide their full name, date of birth and the location where the investigation occurred. Individuals wishing to access only specified information should identify the material desired to expedite the processing of their requests.* Information in this bank may be maintained in hardcopy files as well as in automated form such as the Canadian Police Information Centre (CPIC), Police Information Retrieval System (PIRS), Division Information Bank (DIB) and the Automated Intelligence Drug System (AIDS).
Class of Individuals: Individuals involved in or the subject of criminal investigations.
Purpose: Compiled in the administration or enforcement of the law and in the detection, prevention, or suppression of crime generally.
Consistent Uses: This information is used by accredited domestic and foreign law enforcement and investigative agencies, departments of the Criminal Justice System and Courts in the administration or enforcement of the law and in the detection, prevention, or suppression of crime generally. This information is also used by federal departmental security officers for security and reliability screening. This information may also be used for research, planning, evaluation and statistical purposes.
Retention and Disposal Standards: Records in this bank are retained for a minimum of two calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-123
TBS Registration Number: 000997

CMP/P-PU-010
Community Relations/Crime Prevention
Description: This bank contains personal information on individuals involved in regional RCMP Community Relations/Crime Prevention Programs such as the RCMP Supernumerary Special Constable Program, RCMP Internship Program, as part of the youth employment initiative of Employment and Immigration Canada or other divisional crime prevention programs. Such programs are intended to prevent and control the incidence of crime and protect life and property and to provide the candidates with the opportunity to interface with the police function and criminal justice system as a whole. This bank contains applications, written terms of involvement, and any other record used in accepting or rejecting an individual to participate in such a program. Information in this bank is not generally carded or indexed to an individual. *In addition to the requirements indicated on the record access form, individuals must*

provide sufficient detail of their involvement in the RCMP program, including the geographic location, dates and name of the program, to retrieve information of interest. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.

Class of Individuals: Individuals who have applied for and served in regional RCMP Community Relations/Crime Prevention Programs.

Purpose: This information is used to determine the suitability of individuals to participate in RCMP Community Relations/Crime Prevention Programs.

Consistent Uses: The information is also used for research, planning, evaluation and statistics.

Retention and Disposal Standards: Records within this bank are retained for a minimum of one calendar year following termination of employment at the headquarters of the division in which they are employed, and then, they are subsequently transferred to the Public Archives, National Personnel Records Centre for retention until the subject of the file reaches the age of 70 years.

PAC# = 69-164

TBS Registration Number: 000998

CMP/P-PU-015

Criminal Operational Intelligence Records

Description: This bank contains personal information on individuals who have been involved in criminal intelligence investigations relating to such things as organized crime, terrorism, securities fraud, corruption, counterfeiting, extortion, gambling, loan sharking, pornography and prostitution. Also included in this bank are records concerning the firearms tracing program as well as the administration, policy and management functions of human sources relating to Criminal Operations. This bank contains investigations and occurrence reports, statements and related documentation. Information in this bank may be maintained in hard copy files as well as in automated form such as Automated Criminal Information System (ACIIS) and FOCUS, Police Information Retrieval System (PIRS) and Division Information Bank (DIB).

Class of Individuals: Individuals involved in or subject of criminal intelligence investigations.

Purpose: Compiled in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally.

Consistent Uses: The information is used by accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. This information is also used by federal departmental security officers for security and reliability screening, as well as for research, planning, evaluation and statistical purposes.

Retention and Disposal Standards: Records within this bank are retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated, it shall be destroyed.

PAC# = 69-123

Exempt: Yes

Related to COR: CMP/CIS-095

TBS Registration Number: 000999

CMP/P-PU-020

Provincial Securities Agencies Applicants' Records

Description: This bank contains personal information on individuals who have applied to provincial securities agencies for a license. Information in this bank contains application forms supplied by the provincial securities agencies on individuals or corporations who have applied for licensing in the following fields: securities, real estate, mortgage broker, insurance, franchise and commodities. Other related material may also be found in these records. Information in this bank may be maintained in hard copy files as well as automated form, such as the Police Information Retrieval System (PIRS).

Class of Individuals: Individuals who have applied to provincial securities agencies for a license pursuant to provincial legislation.

Purpose: Compiled in the interest of enforcement responsibilities relating to investigations of securities fraud offences.

Consistent Uses: This repository of information is used by the provincial securities agencies and the RCMP in carrying out their enforcement responsibilities relating to the investigation of securities fraud offences, as approved by Cabinet Document, 612/66. Information may also be used by accredited domestic and foreign governmental regulatory and investigative securities agencies.

Retention and Disposal Standards: Records within this bank are retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated, it shall be destroyed.

PAC# = 69-123

TBS Registration Number: 001000

CMP/P-PU-025

National Security Enforcement Records

Description: This bank contains personal information about individuals who come to the attention of the RCMP in the course of national security enforcement including information collected in the fulfilment of the primary responsibility conferred by subsection 61(1) of the *Security Offences Act*, more particularly information obtained or prepared for investigation purposes in respect of an offence under any law of Canada where a) the alleged offence arises out of conduct constituting a threat to the security of Canada within the meaning of the *Canadian Security Intelligence Service Act*, or b) the victim of the alleged offence is an internationally protected person within the meaning of Section 2 of the Criminal Code, or the apprehension of the commission of such an offence. This bank also contains security assessments relating to internationally protected persons, as well as information concerning the management of human sources pertaining to national security enforcement investigations. Information in this bank may be maintained in hard copy files as well as automated form. *In addition to the requirements indicated on the record access request form, individuals must provide their full name, date of birth and the geographic location where the information search is to be conducted.*

Class of Individuals: Individuals who come to the attention of the RCMP during the course of national security enforcement, including fulfilment of the primary responsibility pursuant to subsection 61(1) of the *Security Offences Act*, internationally protected persons, and human sources used in security enforcement investigations.

Purpose: Information in this bank is used by the RCMP in carrying out its mandate and responsibilities in relation to national security enforcement and for the purposes of security and reliability screening.

Consistent Uses: The information is used in the course of national security enforcement including fulfillment of the Force's primary responsibility conferred by subsection 61(1) of the *Security Offences Act*. Information is required to carry out mandate and responsibilities in relation to national security enforcement and for security and reliability screening. Information in this bank is disclosed to CSIS and other federal department security officers for security and reliability screening. It is also disclosed to domestic and foreign law enforcement and investigative agencies in connection with national security enforcement.

Retention and Disposal Standards: Presently under review.

Exempt: Exemption to be requested or pending.

TBS Registration Number: 001001

“I” Directorate

CMP/P-PU-030

Criminal History Records

Description: This bank contains a record of criminal charges and dispositions, photographs, fingerprints and related correspondence identifiable by fingerprints. *In addition to the requirements indicated on the record access request form individuals must forward a complete set of fingerprints taken by the RCMP Detachment or any other law enforcement agency.* These fingerprints are for the purposes of search and positive identification only, and will be returned with the access requests results. Information in this bank may be maintained in hard copy files, as well as in automated form in the Canadian Police Information Centre (CPIC).

Class of Individuals: Individuals who have been fingerprinted as a result of criminal charges.

Purpose: Law enforcement security/reliability clearance purposes.

Consistent Uses: This information is used by domestic and foreign law enforcement and investigative agencies of federal/provincial/state and municipal governments, departments of the Criminal Justice System and Courts, in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. This information is used by the Insurance Crime Prevention Bureaus for the purpose of combating arson and auto theft, by the Federal/Provincial Security Officers for security and reliability screening, by the Canadian Security Intelligence Service for the purposes of investigating threats to the security of Canada and the preparation of security assessments, as well as for research planning, evaluation and statistical purposes.

Retention and Disposal Standards: The personal information contained in this bank is broken down into several categories. The Dominion Archivist has assigned each of these categories a corresponding retention schedule which can vary from several months to the time data subject reaches the age of eighty years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated, it shall be destroyed.

PAC# = 69-123

Related to COR: CMP/IDD-105

TBS Registration Number: 001002

CMP/P-PU-035

Firearms Registration/Legislation Records

Description: This bank contains applications to register restricted weapons, registration certificates, applications for permits, permits to carry, transport or convey restricted weapons: applications for firearm acquisition certificates, firearms acquisition certificates; documentation on prohibitions, refusals and revocation of certificates and permits. The Commissioner of the RCMP has the statutory authority under Section 106.6(1)(a) of the Criminal Code to maintain a registry of every Restricted Weapon Registration Certificate (Form C-306) issued under Section 106.1. *In addition to the requirements indicated on the record access request form, individuals must provide their full name, date and place of birth and if available, certificate or permit number.* Information in relation to registration certificates, refusals or revocations of registration certificates, and interprovincial permits to carry restricted weapon(s) is located at RCMP headquarters in Ottawa. Information relating to other permits, certificates and prohibitions is located at the detachment or unit level. Individuals wishing to access information not held in Ottawa must indicate the location and/or the name of the RCMP unit where the application was made, or the permit or certificate issued. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Information in this bank may be maintained in hard copy, on microfilm, and in automated form in the Canadian Police Information Center (CPIC).

Class of Individuals: Individuals who have applied to register restricted weapons in Canada and have been issued a certificate; applied to the RCMP for a Firearms Acquisition Certificate and have been issued a certificate; applied for and have been issued a permit by the RCMP to carry/convey/transport a restricted weapon in Canada; been refused or have had a permit or certificate revoked; or have been prohibited from possessing firearms.

Purpose: The administration and enforcement of firearms control legislation in Canada.

Consistent Uses: Information in this bank is used by domestic and foreign law enforcement and investigative agencies of federal, provincial/state and municipal governments, and chief provincial firearms officers, in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally.

Retention and Disposal Standards: Information in this bank is retained for a minimum of two calendar years. Some personal information in this bank may be retained permanently pursuant to Section 106.6 of the Criminal Code. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated, it shall be destroyed.

PAC# = 69-123

Related to COR: CMP/IDD-110

TBS Registration Number: 001003

CMP/P-PU-040

Lost or Stolen Passports

Description: This bank contains personal information about individuals who have lost their passports or who have had their passports stolen. Information contained in this bank is provided by and is a copy of the Department of External Affairs Passport Office file. *In addition to the requirements indicated on the record access request form, individuals must provide their full name, date and place of birth and passport number if known. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.* Information in this bank may be maintained in hard copy files as well as in automated form in the Canadian Police Information Center (CPIC).

Class of Individuals: Individuals who have lost passports or had them stolen.

Purpose: To locate lost or stolen passports and prevent their illegal use.

Consistent Uses: This information is used by domestic and foreign law enforcement and investigative agencies of federal, provincial/state and municipal governments to recover lost or stolen passports and to identify the illegal use of these documents.

Retention and Disposal Standards: Information is retained until the passport has been located or has expired. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated, it shall be destroyed.

PAC# = 69-123

Related to COR: CMP/IDD-115

TBS Registration Number: 001004

“F” Directorate

CMP/P-PU-045

Access Request Records

Description: This bank contains personal information on individuals who have previously submitted access request forms concerning RCMP information banks. It contains previously submitted access request forms, the replies to such requests, appeals and information relating to their processing. ***When requesting access to this bank, in addition to the requirements indicated on the record access request form, individuals must also provide their full name and date of birth.***

Class of Individuals: Individuals who have previously submitted access request forms concerning RCMP information banks.
Purpose: To comply with the *Privacy Act* and the *Access to Information Act*, to process access requests, and for research, planning, evaluation and statistical purposes.
Consistent Uses: The information is used for the processing of access requests for other RCMP information banks. This information is also used for research, planning, evaluation and statistical purposes.
Retention and Disposal Standards: Records within this bank are retained for two calendar years from the date of the last piece of correspondence. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated it shall be destroyed.
PAC# = 69-123
Related to COR: CMP/AIP-145
TBS Registration Number: 001005

CMP/P-PU-050
Information Disclosed to Investigative Bodies

This personal information bank contains a copy of the written access request or Treasury Board form 350-56(83/2): Request for Disclosure to Federal Investigative Bodies, forwarded by investigative bodies listed in Schedule II of the *Privacy Act* and Regulations to the RCMP under Section 8(2)(e) of the Act. These nationwide requests are made concerning individuals for the purpose of law enforcement. This bank also contains the replies to such requests and particulars concerning information related to their processing. Individuals who have been involved in investigations under the Criminal Code, federal and provincial statutes and municipal bylaws are included in this bank. This information was compiled to comply with the *Privacy Act*, to enable RCMP to account for the number of requests under Section 8(2)(e) of the *Privacy Act*, and this bank will allow the Privacy Commissioner to audit the procedures utilized as set out in T.B. Guidelines .3.7.5. It is used to verify the conditions of disclosure to federal law enforcement bodies under Section 8(2)(e) of the *Privacy Act* and to account to the Privacy Commissioner for the number of access requests received annually under the *Privacy Act*. Personal information in this bank will be kept for two years after date of last correspondence.

"P" Directorate

CMP/P-PU-055
Protection of Personnel and Government Property
Description: This bank contains personal information on individuals who have been involved in investigations concerning threats, potential threats, or incidents against persons of national or international importance or involving government property. This bank contains investigational and occurrence reports, statements, and related correspondence as well as personal information on numerous individuals the RCMP has an obligation to protect. *In addition to the requirements indicated on the record access request form, individuals must provide their full name, date of birth and the geographic location where the information search is to be conducted.*
Class of Individuals: The information relates to any person considered a threat or possible threat.
Purpose: Information obtained to assess whether or not subject poses a threat, for the purposes of law enforcement and various acts/statutes that might apply. Also for the detection, prevention, supression of crime generally and to comply with the VIP Security Branch mandate.
Consistent Uses: This information is used by any governmental (federal, state/provincial or municipal) law enforcement, investigational or protective agency to organize and direct procedures for the protection of persons of national or international importance as well as government property in Canada to administer or enforce the law and in the detection, prevention or supression of crime.
Retention and Disposal Standards: Records within this bank are retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-123
Related to COR: CMP/PRO-155
TBS Registration Number: 001006

CMP/P-PU-060
Indices Checks — For the Protection of Persons of National and International Importance
Description: This bank contains personal information on individuals who have applied for media accreditation or who, by virtue of their employment, will be in close proximity to visiting national or international dignitaries. This bank contains biographical data supplied by individuals and is used to determine their eligibility to obtain media accreditation; and biographical data on individuals who will have access to areas where a visiting national or international dignitary may be. In addition to the requirements on the record access request form, individuals must identify details pertaining to the VIP visit such as name of visiting dignitary, dates and location of visit, in order to retrieve and expedite the processing of this request.
Class of Individuals: The information relates to media personnel and technicians, and any person that may be in close proximity to the VIP by virtue of their employment.
Purpose: Purpose is to determine eligibility to obtain media or service accreditation for a specific visit, and to comply with VIP Security Branch mandate.
Consistent Uses: This information is used by accredited domestic law enforcement agencies to support decisions as to whether media/service accreditation will be granted.
Retention and Disposal Standards: Records within this bank are retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-123
Related to COR: CMP/PRO-155
TBS Registration Number: 001007

"G" Directorate

CMP/P-PU-065
Security/Reliability Clearance Records

This bank contains personal data, such as criminal records, security analysis, investigative reports, related correspondence and a notation of the level of security clearance granted. Reliability clearance records apply to pre-employment/employment with the RCMP and the private sector working under federal government contracts for the RCMP. This bank contains personal information about the applicant/employee, his or her immediate family, the names and comments of past employers, the names and comments of character references, and possibly the names and activities of associates with whom the applicant/employee would have contact. In addition to the requirements indicated on the record access request form, individuals must provide their full name, date of birth and specify whether it is security or reliability clearance records they want to access. When accessing reliability clearance records, individuals must also indicate the Division in which they applied or were (are) employed. RCMP members must indicate their regimental number. Public Servants must indicate their Public Service number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. This bank contains personal information on individuals/applicants who are or have been the subject of security screening procedures in relation to pre-employment/employment with the RCMP and the private sector working under federal government contracts for the RCMP, when access to classified information is a requirement. This information has been obtained to support decisions taken in determining the suitability for a security clearance when an employee/applicant will have access to classified information. The reliability clearance is required to assess the honesty, trustworthiness and discretion of an employee/applicant when performing duties regarding essential services to the public such as law enforcement and administration of justice, confidentiality of Cabinet activities and ministerial advice relating to the above; access to cash, drugs, hazardous material; responsibility for the well-being of persons in custody or control and people employed in automated records and programs. Present records disposal schedule is under review by the Dominion Archivist and once finalized will be published in next year's update.

"A" Directorate

CMP/P-PU-070

Applicants' Records

Description: The file contains such material as applicant evaluations, education test answer sheets, essays, candidate assessments, engagement check sheet, psychometric test score sheets, applicant dental examinations, standard tests of fitness results, medical examination for RCMP applicants and related correspondence. Information on successful applicants who are engaged in the RCMP, is placed in the members' personnel records (CMP/P-PE-801), service records (CMP/P-PE-802) and medical records (CMP/P-PE-808). *In addition to the requirements indicated on the record access request form, individuals must provide their full name, date of birth and the location where the last application was made. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.* Security/Reliability screening records have to be accessed via CMP/P-PU-065. Complaints dealing with the suitability of individuals may be found in bank CMP/P-PU-085.

Class of Individuals: This bank contains personal information on individuals who have applied for engagement in the RCMP as regular members (which includes special constables) or civilian members.

Purpose: This information is used to determine the suitability of individuals for engagement in the RCMP.

Consistent Uses: This information is also used for research, planning, evaluation and statistics.

Retention and Disposal Standards: Information on unsuccessful applicants is maintained for a period of three calendar years at the headquarters of the division to which they applied.

PAC# = 69-164

Related to COR: CMP/SPA-920

TBS Registration Number: 001008

CMP/P-PU-075

RCMP Police Car Accidents/Claims By or Against the Force

Description: This bank contains investigational and occurrence reports, statements, claims for damages, legal decisions and related documentation. *In addition to the requirements indicated on the record access form, individuals must provide sufficient detail of their contact with the RCMP including the date, nature and geographic location of the occurrence. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.*

Class of Individuals: This bank contains personal information on individuals who have been involved in RCMP transport accidents or assessment respecting damage or loss in relation to property, and other similar claims by or against the Force.

Purpose: This information is used to determine liability for motor vehicle accidents and to process damage settlements.

Consistent Uses: Information in this bank is also used for the internal administration of the Force, research, planning, evaluation and statistics.

Retention and Disposal Standards: Information in this bank is retained for a minimum of two calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated, it shall be destroyed.

PAC# = 78-001

Related to COR: CMP/SSD-913

TBS Registration Number: 001009

CMP/P-PU-080

Courses Administered by the RCMP

Description: This bank contains a record of nominal rolls, in some cases assessments including examinations, tests and other forms of performance measures and related documents. For members of the RCMP, assessments are also maintained on their personnel file (Bank CMP/P-PE-801). *In addition to the requirements indicated on the record access request form, individuals must provide their full name, regimental number if applicable, the title, location and date of the course as well as whether they were an instructor or candidate. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.*

Class of Individuals: This bank contains personal information on individuals who have applied for or attended, as candidates or instructors, training and development or educational courses administered by the RCMP.

Purpose: This information is used to support qualifications for certificates, awards or diplomas, determine the eligibility of candidates for future courses, support the renewal of an instructor's personal service contract.

Consistent Uses: This information is also used for research, planning, evaluation and statistics.

Retention and Disposal Standards: Information in this bank is retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated, it shall be destroyed.

PAC# = 78-001

Related to COR: CMP/SPA-927

TBS Registration Number: 001010

CMP/P-PU-085

Complaints Against the Force or a Member, Enquiries and General Assistance

Description: This bank contains service and criminal investigation reports, occurrence reports, voluntary and ordered statements of members, statements of witnesses and complainants, and related correspondence of members and complainants. *In addition to the requirements indicated on the record access request forms, individuals must provide their full name, date of birth, sufficient detail of the occurrence, and the geographic location where the information search is to be conducted. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.* Service or internal investigations dealing with complaints from the public and which result in discipline against a member may be located in bank CMP/P-PE-805.

Class of Individuals: This bank contains personal information on individuals who have been involved in complaints against the Force or its members, general enquiries by the public concerning the Force, and cases of general assistance to the public by the RCMP.

Purpose: This information is used for the internal administration of the Force.
Consistent Uses: Information in this bank is also used for research, planning, evaluation, press releases and statistical purposes.
Retention and Disposal Standards: Information in this bank is retained for a minimum of ten calendar years. Where the record has been designed as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-123
Related to COR: CMP/SPA-918
TBS Registration Number: 001011

CMP/P-PU-090
Honours and Awards
Description: This bank contains recommendations, supporting material and any assessments relating to the granting of an honour or award. *In addition to the requirements indicated on the record access request form, individuals must provide the geographic location and sufficient detail of circumstances as may relate to them. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.*
Class of Individuals: This bank contains personal information on individuals who have been recommended for an honour or award (usually for an act of bravery or distinguished service to the country), where the RCMP has provided supporting data to the issuing authority.
Purpose: This information is used by the issuing authorities of various honours and awards programs to assist in determining whether or not to grant an honour or award.
Consistent Uses: This information may also be used for research, planning, evaluation and statistics.
Retention and Disposal Standards: Information in this bank is retained for a minimum of three calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated, it shall be destroyed.
PAC# = 78-001
Related to COR: CMP/SPA-918
TBS Registration Number: 001012

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to

The Commissioner
Royal Canadian Mounted Police
1200 Alta Vista Drive
Ottawa, Ontario
K1A 0R2
Telephone: (613) 993-5162

PARTICULAR BANKS

The following banks are located at Headquarters and the regions and cover members of the RCMP, police casuals and civilian employees except public service employees. For a complete list of material contained in each personal information bank, members should consult the RCMP Record Management Manual. In order to speed the processing of their requests, individuals should follow the access procedures as outlined in each bank.

Information concerning security clearance, applicants and courses administered by the Force is contained in public banks.

"A" Directorate

CMP/P-PE-801
RCMP Member Personnel Records
Description: Information in this bank provides an overview of the member's service. The file contains such material as training assessments, recommendations for promotion and transfer, personal interview reports and appraisal reports, information pertaining to personnel, gathered during the Officer candidate program, guidance and advice, outstanding debts, compassionate transfers, commendations, awards, notification of shortcomings and related documents. Also contained in this bank is compulsory discharge/demotion material in the case where a member of the RCMP is discharged/demoted for unsatisfactory job performance. In addition to the requirements indicated on the record access request form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.
Class of Individuals: This bank contains personal information on individuals who are currently or who have served in the Force as regular, civilian, or reserve members.
Purpose: The bank is used to make decisions on promotion, postings and continued service.
Consistent Uses: This information may also be used for research, planning, evaluation and statistical analysis.
Retention and Disposal Standards: These files are retained by the RCMP at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-164
Related to COR: CMP/SPA-918
TBS Registration Number: 001013

CMP/P-PE-802
RCMP Member Service Records
Description: Information in this bank provides a chronological overview of the member's service. The file contains such things as application and engagement documents, transfer and change notices, personal certificates, insurance coverage, statements of injuries and disabilities by members and witnesses, pensions and discharge documents, warrants of appointment and Certificate of Security Clearance. In addition to the requirements indicated on the Record Access Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.
Class of Individuals: This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian or reserve members.
Purpose: This information is used for the internal administration of the Force and its benefit program.
Consistent Uses: This information may be used for research, planning, evaluation and statistical purposes. Information is supplied to the Department of Supply and Services to provide and account for pension funds and specified insurance claims, records of which are maintained in personal information banks under the Department of Supply and Services. It may also be used to support applications for disability benefits in respect of injury or death on service under the *RCMP Superannuation Act*, Section 27, or under the *RCMP Pension Continuation Act*, Section 5. Assessments and evaluations concerning pensions for disability or death are maintained in personal information banks under the Department of Veterans Affairs and must be accessed through that department.
Retention and Disposal Standards: Information in this bank is

retained at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-164
Related to COR: CMP/SPA-918
TBS Registration Number: 001014

CMP/P-PE-803

RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer Candidates Assessment Board Proceedings

Description: This bank contains career resumes, performance indicators, recommendations of Transfer/Promotion Boards or assessment boards, data on positions being staffed, personnel selection comparison charts and job descriptions. In addition to the requirements indicated on the Record Access Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. The following information concerning the position for which staffing action was taken is also required: division/directorate, function, year and if possible, unit. For officer candidates, the date of the Officer Candidate Assessment Board must be provided. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.
Class of Individuals: Information in this category is maintained on all constables, non-commissioned officers, special constables and civilian members who have been considered for lateral or promotional transfers by Transfer/Promotion Boards or who have appeared before Officer Candidate Assessment Boards for commissioned rank and all officers, civilian members and special constables or officer equivalent who have been considered for promotion by the Commissioner or his delegate.
Purpose: This information is used to select candidates for promotion and appointment to commissioned rank and staff positions.
Consistent Uses: This information may also be used for research, planning, evaluation and statistical purposes.
Retention and Disposal Standards: Records in this category are maintained for a minimum of five years after the date of the last correspondence. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-164
Related to COR: CMP/SPA-920
TBS Registration Number: 001015

CMP/P-PE-804

RCMP Member Grievance Records

Description: This bank contains information, forwarding comments and final decisions resulting from formal grievances submitted by regular and civilian members of the RCMP. In addition to the requirements indicated on the record access request form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.
Class of Individuals: This bank contains information on regular and civilian members who have submitted formal grievances relating to some aspect of their service with the RCMP.
Purpose: This information is used by senior management of the RCMP in resolving grievances which are submitted under Regulation 45(1) of the *RCMP Act*.
Consistent Uses: This information may also be used for research, planning, evaluation and statistical purposes.
Retention and Disposal Standards: Files in this bank are destroyed five years after the grievance is concluded. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-164
Related to COR: CMP/SPA-926
TBS Registration Number: 001016

CMP/P-PE-805

RCMP Member Discipline and Quashed Discipline Records

Description: This bank contains personal information on regular and civilian members who are currently or who have served in the Force and who have been the subject of disciplinary action or misconduct. Discipline and quashed discipline files can contain the following service investigation reports which warrant disciplinary action being taken: cautionings, warnings, service court proceedings, appeals, boards and related correspondence: suspensions; quashed rulings; records relating to statutory offences by members including investigations dealing with complaints from the public which have resulted in discipline against a member may be located in bank CMP/P-PU-085; court decisions and appeals; correspondence concerning alleged misconduct: compulsory discharge material resulting from misconduct and criminal offences including boards, hearings and decisions. Compulsory discharge material for reasons other than misconduct and criminal offences may be located in Bank CMP/P-PE-801, RCMP Member Personnel Records or CMP/P-PE-802 RCMP Member Service Records. In addition to the requirements indicated on the record access request form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.
Class of Individuals: Regular and civilian members who are currently or who have served in the Force and who have been the subject of disciplinary action or misconduct.
Purpose: This bank is used to make decisions concerning suspensions, cautionings, warnings, service court punishments, fines, shortcomings, discharges, demotions, postings, promotions, continued service, appeals, civil actions, criminal actions, investigations, eligibility for medical treatment and pensions.
Consistent Uses: This information may also be used for research, planning, evaluation and statistical purposes.
Retention and Disposal Standards: These files are retained by the RCMP at least until the subject of the file reaches the age of 70 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-164
Related to COR: CMP/SPA-926
TBS Registration Number: 001017

CMP/P-PE-806

RCMP Member's Pay and Relocation Records

Description: Information in this bank provides a chronological overview of the member's pay, allowances, overtime, deductions, and related matters, including correspondence to the Department of Supply and Services which operates the service payroll system. This bank also contains records of relocation expenses as authorized by the RCMP Relocation Directives such as travel, transportation expenses, househunting trips, legal fees and moving expenses. In addition to the requirements indicated on the record access request form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.
Class of Individuals: This bank contains personal information on

individuals who are currently or who have served in the Force as regular or civilian members.
Purpose: This information is used for the internal administration of the Force and its benefit program.
Consistent Uses: This information is also used for auditing, research, planning, evaluation and statistical analysis.
Retention and Disposal Standards: Pay records are retained by the RCMP at least until the subject of the file reaches the age of 70 years. The relocation records are retained by the RCMP for a period of four years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated, it shall be destroyed.
PAC# = 78-001
Related to COR: CMP/SPA-925
TBS Registration Number: 001018

"S" Directorate

CMP/P-PE-807

RCMP General Administrative Records

Description: This bank contains records and related correspondence on the acquisition, issue and disposition of RCMP uniforms and equipment, service revolver registrations, identification cards, building passes and parking permits. This bank also contains information relative to other miscellaneous matters where some benefit or privilege may be granted or refused by the RCMP. Because of the nature of general administrative records, information within this bank is not always carded or indexed to an individual. In addition to the requirements indicated on the record access request form, individuals must provide sufficient detail of their original contact with the RCMP including the approximate date, geographic location, regimental number and nature of benefit or privilege involved.
Class of Individuals: This bank contains personal information on individuals who are or have been employed by the Force under a contract of services or a contract for services.
Purpose: This information is used for the internal administration of the Force.
Consistent Uses: This information is also used for research, planning, evaluation and statistical analysis.
Retention and Disposal Standards: These records are retained for a minimum of two calendar years after the date of last correspondence. In the case of kit and clothing, the records are retained for three calendar years after date of separation. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated, it shall be destoyed.
PAC# = 78-001
Related to COR: CMP/SPA-918
TBS Registration Number: 001019

"H" Directorate

CMP/P-PE-808

RCMP Member Medical Records

Description: This bank contains personal information on individuals who are currently or who have served in the RCMP as regular or civilian members. Information in this bank provides an overview of the member's medical history while employed by the RCMP or after being discharged where the member continues to receive medical treatment at RCMP expense. Medical records contain correspondence, reports and forms dealing with hospitalization, surgery, medical, dental, psychiatric and/or psychological testing and treatment provided to members; their medical categories, and reports dealing with injuries and medical conditions incurred during service. It may also contain information on the medical condition of members' immediate families or immediate relatives. *In addition to the requirements indicated on the record access request form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.*
Class of Individuals: Serving and former regular members and civilian members of the RCMP and their immediate families or immediate relatives.
Purpose: To assess suitability to perform duties as a member of the RCMP and make recommendations for posting, promotion and continued service of regular and civilian members where their mental or physical condition is a determining factor: entitlement to sick leave; and eligibility for insurance coverage. They provide a composite record of physical/mental conditions, injuries and treatment that might not otherwise be available to medical and dental practitioners because of the mobility of RCMP members; to support applications for disability benefits in respect of injury or death during service under the *RCMP Superannuation Act*, Section 27, or under the *RCMP Pension Continuation Act*, Section 5; may be also used for research, planning, evaluation and statistical analysis. Information on families or relatives is used to determine suitability for posting in certain geographic areas when they accompany the member and/or compassionate postings based on medical grounds.
Consistent Uses: Medical files are used by the Director Health Services (DHS) or Health Services Officers (HSO) to assess members' suitability to perform various duties; make recommendations for posting, promotion and continued service of members where their physical or mental condition is a determining factor; determine entitlement to treatment and sick leave benefits; eligibility for insurance coverage: determine eligibility for a disability pension awarded by Canadian Pension Commission (Reference: *RCMP Superannuation Act*, Section 27, *RCMP Pension Continuation Act*, Section 5)and to determine suitability for posting when medical condition is a consideration. Information may be disclosed to a commanding officer or appropriate officer where, in the opinion of an HSO or DHS exceptional circumstances exist or where the safety of the public or co-workers may be jeopardized or to medical practitioners for continuity of treatment and to the administrator of the dental program. This information may also be used for research, planning, evaluation and statistical analysis.
Retention and Disposal Standards: Records are retained at least until file subject reaches 100 years of age. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-164
Related to COR: CMP/HSD-922
TBS Registration Number: 001020

"C" Directorate

CMP/P-PE-809

Auxiliary Police

Description: This bank contains personal information on individuals who have served in the RCMP as auxiliary police. Information relates to engagement, service, and severance of auxiliary police constables attached to or serving with the RCMP. Activity reports and appraisals as well as security clearance information may also be included. In addition to the requirements indicated on the record access request form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests.
Class of Individuals: Individuals who have applied for and served as auxiliary police.

Purpose: Compiled in the employment process of applicants for auxiliary police.
Consistent Uses: This bank is used to make decisions concerning continued service with the RCMP. This information may also be used for research, planning, evaluation and statistical purposes.
Retention and Disposal Standards: Records within this bank are retained for a minimum of two calendar years following termination of employment. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-164
Related to COR: CMP/SPA-918
TBS Registration Number: 001021

CMP/P-PE-810
Police Casuals/Temporary Civilian Employees
Description: This bank contains personal information on individuals who are currently or who have served in the RCMP as police casuals. Information in this bank provides a chronological overview of the individual's service in the RCMP and contains application forms for employment, security screening data, salary information, assessments and memoranda outlining the reasons for termination of employment. In addition to the requirements indicated on the record access request form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests.
Class of Individuals: Individuals who have applied for and served as police casuals/temporary civilian employees.
Purpose: Compiled in the employment process of applicants for police casual/temporary civilian employees.
Consistent Uses: This bank is used to make decisions on hiring, pay, postings and continued service. This information may also be used for research, planning, evaluation and statistical purposes.
Retention and Disposal Standards: Records within this bank are retained for a minimum of one calendar year following termination of employment at the headquarters of the division in which they are employed, and then, they are subsequently transferred to the Public Archives, National Personnel Records Centre for retention until the subject of the file reaches the age of 70 years.
PAC# = 69-164
TBS Registration Number: 001022

CMP/P-PE-811
Personnel Files on Municipal Employees Serving the Force
Description: The bank contains personal information on municipal employees who are working or who have worked for the Force under contractual agreement with the municipality concerned. Information in this bank provides a chronological overview of the individual's service in the Force, i.e.: personal history forms for employment, security screening data, starting salary, pay certificates, requests for raises or increments, sick and leave records, assessments and memoranda outlining the reasons for termination of employment. In addition to the requirements indicated on the record access request form, individuals must provide their full name, date of birth, type of work and location where they have served to retrieve information of interest. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests.
Class of Individuals: Individuals who have applied for and served the Force as municipal employees.
Purpose: Compiled in the employment process of applicants.
Consistent Uses: This bank is used to make decisions on hiring and continued service.
Retention and Disposal Standards: Records within this bank are retained for a minimum of two calendar years following termination of employment. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Public Archives; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-164
Related to COR: CMP/SPA-918
TBS Registration Number: 001023

STANDARD BANKS

The following banks are located at headquarters and in the regions, and cover members of the public service employed by the RCMP.

CMP/P-SE-901
Employee Personnel Records
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of

seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 001024

CMP/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001025

CMP/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001026

CMP/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 001027

CMP/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 001028

CMP/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also

contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001

TBS Registration Number: 001029

CMP/P-SE-907

Occupational Health and Safety

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001

TBS Registration Number: 001030

CMP/P-SE-908

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.

Consistent Uses: To determine liability for such accidents and to approve damage settlements.

Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001

TBS Registration Number: 001031

CMP/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001

TBS Registration Number: 001032

CMP/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001

TBS Registration Number: 001033

CMP/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

PAC# = 85-001

TBS Registration Number: 001034

CMP/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001035

CMP/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 001036

CMP/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

PAC# = 85-001

TBS Registration Number: 001037

CMP/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

Class of Individuals: Employees of government institutions.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.

Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001038

CMP/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.

Consistent Uses: To support decisions regarding employee assistance measures.

Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001039

CMP/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Consistent Uses: To issue identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.

PAC# = 85-001

TBS Registration Number: 001040

CMP/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.

PAC# = 85-001

TBS Registration Number: 001041

CMP/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.

PAC# = 85-001

TBS Registration Number: 001042

MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY

Chapter 87

MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY

Background

In 1971, the Ministry of State for Science and Technology (MOSST) was established by Order-in-Council for the purpose of formulating and developing policies in relation to the activities of the Government of Canada that affect the development and application of science and technology, and was presided over by a Minister of State and a Secretary reporting to the Minister.

Since July 15, 1983, the Secretary has also been chief science advisor (CSA) to the government, responsible for providing expert and objective advice to Cabinet and its committees on priorities for, and the planning of, Canada's overall science and technology effort.

This change of role necessitated that the Ministry be reorganized in order to give the CSA direct access to Cabinet. The new organization permits the Ministry to perform the central agency function of formulating policies and providing advice on science and technology to the federal government. Its mandate covers the science and technology activities of departments, and includes other activities such as those of industry and universities insofar as they interact with the federal government.

On May 27, 1985, the Prime Minister directed the Minister of State for Science and Technology to undertake new functions not previously identified in the mandate of the Ministry. These new responsibilities included the preparation of an annual overview and analysis of the government's activities in science and technology; the formulation of advice on measures to strengthen the effectiveness of federal science and technology program expenditures, especially concerning industrial support, technology transfer and strategic technologies; as well as responsibilities for the negotiation and management of federal/provincial agreements on science and technology.

Access Procedures

Requests for access under the *Privacy Act* are being handled through the Department of Regional Industrial Expansion. Formal requests should be addressed to

Senior Departmental Advisor
Access to Information and Privacy Office
Department of Regional Industrial Expansion
3rd Floor West, C.D. Howe Building
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 996-0464

Note: All records created prior to July 15, 1983, listed in the 1984 Edition, have been forwarded to the Public Archives of Canada.

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

MST/P-PU-005
Contracts
Description: This bank contains details of contracts entered into with consultants for certain required services and includes, in some instances, individual curricula vitae, appointment and termination dates, amount of fees paid and other allowable expenses and payments.
Class of Individuals: Consultants.
Purpose: The bank is used to administer contracts for consulting services.
Retention and Disposal Standards: Retained for six years and then destroyed.
PAC# = 78-001
TBS Registration Number: 000850

MST/P-PU-010
Access to Information and Privacy Requests
Description: This bank contains the requests submitted by individuals seeking access to information under the *Access to Information Act* and the *Privacy Act* under the control of the Ministry, the replies to such requests and information relating to their processing.
Class of Individuals: Individuals submitting requests for access to information under the *Access to Information Act* and the *Privacy Act*.
Purpose: The information is used to process access requests in accordance with the *Access to Information Act* and *Privacy Act*.
Consistent Uses: This bank is also used to report to Treasury Board and to Parliament on requests received under the *Access to Information Act* and *Privacy Act*, to verify the identity of individuals making requests and for purposes of consultations with other government institutions.
Retention and Disposal Standards: Retained for six years and then destroyed.
PAC# = 78-001 (under review)
TBS Registration Number: 000851

Classes of Personal Information

While conducting the programs and activities of the Ministry, categories of personal information may be accumulated which are not included in the banks described in this entry. Such personal information includes mainly names, titles, addresses and opinions occurring in general correspondence or in the minutes of meetings.

This type of personal information is stored in the Ministry's general subject files where records are not normally retrieved by name or other personal identifier. This information is only retrievable by identifying the appropriate subject file. The retention periods for this class of personal information are controlled by the record schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Requests for access under the *Privacy Act* are being handled through the Department of Regional Industrial Expansion. Formal requests should be addressed to:

Senior Departmental Advisor
Access to Information and Privacy Office
Department of Regional Industrial Expansion
3rd Floor West
C.D. Howe Building
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 996-0464

STANDARD BANKS

MST/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an

individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000852

MST/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000853

MST/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000854

MST/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll

accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000855

MST/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 000856

MST/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000857

MST/P-SE-907
Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/ injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 000858

MST/P-SE-909
Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000859

MST/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000860

MST/P-SE-911
Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 000861

MST/P-SE-912
Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000862

MST/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001
TBS Registration Number: 000863

MST/P-SE-914
Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 000864

MST/P-SE-915
Conflict of Interest and Post-Employment Code
Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of

interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000865

MST/P-SE-916
Employee Assistance
Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000866

MST/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 000867

MST/P-SE-918
Affirmative Action Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.
Class of Individuals: Departmental employees.
Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act,* Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.
Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 000868

MST/P-SE-919
Personal Harassment
Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.
Consistent Uses: To support decisions on transfer and discipline of employees.
Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.
PAC# = 85-001
TBS Registration Number: 000869

SCIENCE COUNCIL OF CANADA

Chapter 88

SCIENCE COUNCIL OF CANADA

Background

The Science Council of Canada was created by the federal government in 1966 to provide independent advice on science and technology policy in Canada. Its duties are set out in the *Science Council of Canada Act* and were enlarged by amendments made in 1978. Reporting to Parliament through the Minister of State for Science and Technology, the Council operates at arm's length from government, designing its own programs of research and publishing its findings at its own discretion. The Council is involved in a number of projects in different areas of science and technology policy at any given time. Major studies on topics selected by the Council, are usually carried out under the guidance of a committee, composed either of Council members or of Council members and outside experts. Research and policy analysis are conducted by Science Council research staff and, when necessary, outside consultants. The work may involve conferences or workshops that permit the participation of individuals from across Canada who are concerned with the issue under study. Science Council staff also carry out feasibility studies of proposed research projects, studies of urgent issues identified by the Council executive and studies requested by the Minister of State for Science and Technology.

The Science Council consists of a chairman, a vice-chairman and up to 28 members drawn from all regions of Canada and representative of a wide variety of disciplines and interests, with a balance maintained between the academic and industrial communities. With the exception of the chairman and vice-chairman, all serve without remuneration.

Overall Responsibilities

The Council's major responsibilities are to analyze science and technology policy issues; recommend policy direction to government; keep Canadians informed as to the impact of science and technology on their lives; and stimulate discussion of science and technology policy among governments, industry and academic institutions.

Access Procedures

Information on the Council's access and privacy procedures may be obtained from the Director of Finance, Personnel and Administration, who is the Access to Information and Privacy Co-ordinator. All written requests should be addressed to

Access to Information and Privacy Co-ordinator
Science Council of Canada
100 Metcalfe Street, 16th Floor
Berger Building
Ottawa, Ontario
K1P 5M1

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct enquiries under the *Privacy Act* to the address given above.

PARTICULAR BANKS

SCC/P-PE-801 *Formerly Identified as:* SCC/P-SE-915
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 00619

STANDARD BANKS

SCC/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000605

SCC/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000606

SCC/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000607

SCC/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000608

SCC/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments, and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 000609

SCC/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal

data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000610

SCC/P-SE-907
Occupational Health and Safety
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in SCC/P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 000611

SCC/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in SCC/P-SE-907.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000612

SCC/P-SE-909
Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000613

SCC/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000614

SCC/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

PAC# = 85-001

TBS Registration Number: 000615

SCC/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000616

SCC/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 000617

SCC/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

PAC# = 85-001

TBS Registration Number: 000618

SCC/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, Health and Welfare Canada. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.

Consistent Uses: To support decisions regarding employee assistance measures.

Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000620

SCC/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Consistent Uses: To issue identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.

PAC# = 85-001

TBS Registration Number: 000621

SCC/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 000622

SCC/P-SE-919
Personal Harassment
Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.
Consistent Uses: To support decisions on transfer and discipline of employees.
Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.
PAC# = 85-001
TBS Registration Number: 000623

DEPARTMENT OF THE SECRETARY OF STATE OF CANADA

Chapter 89

DEPARTMENT OF THE SECRETARY OF STATE OF CANADA

Overall Responsibilities

The Department of the Secretary of State was established in 1868 as the official channel of communication between the new Dominion of Canada and the Imperial government in the United Kingdom.

The diverse responsibilities of the Secretary of State encourage the development of a sense of belonging to a multicultural society within a bilingual frame. These responsibilities include: the preservation of language and culture among the Native, French-speaking and English-speaking populations; the Translation Bureau; services to future Canadian citizens; Multiculturalism Canada; post-secondary education financing in co-operation with provincial and territorial administrations; support to voluntary organizations; organization of official ceremonies and promotion of tolerance.

Access Procedures

Formal requests for records *Privacy Act* should be addressed to

Access to Information and Privacy Co-ordinator
Department of the Secretary of State
Jules Léger Building, 9th Floor
15 Eddy Street
Hull, Québec
K1A 0M5
Telephone: (819) 997-4311

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Administration and Central Services

SSC/P-PU-005
Contractors Inventory

This data bank is used to provide information on the qualifications and experience of firms and individuals wishing to obtain contracts with the Department. Firms and individuals are required to complete an application for the Contractors Inventory before a contract can be awarded. Information contained includes: firm — ownership, principals and associates; geographical location; resources; professional competence; fields of professional expertise; experience; and language capabilities. Records also include evaluations of the quality of work. The bank enables the Service Contracts Directorate to select contractors who specialize in the area appropriate to the work to be performed. Files are deleted from the data bank two years after they become inactive.

SSC/P-PU-010
Competition Files
Description: This bank exists to record and provide information relating to any competition which is open to persons outside the Public Service of Canada and is administered by the Public Service Commission for the Secretary of State Department. The data content includes job description, request to staff, job profile, candidate's application, statement of qualifications, notices to candidates, offers of employment, board reports, eligibility lists and competition papers.
Class of Individuals: Persons outside the Public Service of Canada.
Purpose: The bank is used to provide information relating to all competitions administered by the Public Service Commission so that the most meritorious candidate is selected.
Retention and Disposal Standards: Records are retained for two years following the year in which the board was held.
PAC# = 78-001
TBS Registration Number: 000481

SSC/P-PU-015
Access Request Data Bank
Description: This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing.
Class of Individuals: Members of the public.
Purpose: This bank is used for processing access and privacy requests, and to report on the number of requests received annually.
Retention and Disposal Standards: Files will be kept for two years.
PAC# = 78-001
TBS Registration Number: 000482

SSC/P-PU-020
Personal Information Disclosed to Federal Investigative Bodies
Description: In accordance with subsection 8(4) of the *Privacy Act*, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the *Privacy Act*. Requests are considered only from investigative bodies authorized as such by the *Privacy Act*, for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation.
Class of Individuals: Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the *Privacy Act* from federal investigative bodies.
Purpose: The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the *Privacy Act* to federal investigative bodies for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation. The Commissioner may also investigate complaints by individuals and report on any abuse of this disclosure provision.
Retention and Disposal Standards: Records are retained for two years.
PAC# = 78-001
TBS Registration Number: 000483

Education Support

SSC/P-PU-025
Canada Student Loans Claims Files (Individual)
Description: This bank serves as a manual control file for borrowers who have defaulted on their student loan and where the government has paid the lender in accordance with the *Canada Student Loans Act*, or for any individual who has written to the program for any reason. Data content includes original loan documentation, correspondence, and information on the personal circumstances related to the default of the borrower. Individuals seeking access to this information bank must provide name, social insurance number and date of birth.
Class of Individuals: Canadian citizens or permanent residents.
Purpose: To provide legal basis for collecting debts due the Crown. Social insurance numbers may be verified with the Canada Employment and Immigration Commission.
Consistent Uses: For the purpose of administering the *Canada Student Loans Act*, information may be made available to provincial authorities, chartered banks and authorized lenders. Information may be made available to collection agencies and to the Department of Justice and other federal departments to assist in the recovery of debts owed to the Crown.
Retention and Disposal Standards: Retained for 10 years after the file is no longer active.
PAC# = 83-025

Related to COR: SSC/ESP-010
TBS Registration Number: 000484

SSC/P-PU-030

Canada Student Loans (Full-time) Computer Loans Master File

Description: Under the *Canada Student Loans Act*, the federal government guarantees repayment of and pays interest subsidies on loans made by chartered banks and other authorized lenders to qualifying full-time students at post-secondary institutions. Canada Student Loans are authorized by all provinces except Québec which has chosen to operate its own program of loans. Data includes name, social insurance number, date of birth, sex, and loan information. Individuals seeking access to this information bank must provide name, social insurance number and date of birth.
Class of Individuals: Canadian citizens of permanent residents.
Purpose: This information bank is used to monitor loans disbursements and repayments to enable interest subsidies to be paid. Social insurance numbers may be verified with the Canada Employment and Immigration Commission.
Consistent Uses: For the purpose of administering the *Canada Student Loans Act*, information may be made available to provincial authorities, chartered banks and authorized lenders. Information may be made available to collection agencies and to the Department of Justice and other federal departments to assist in the recovery of debts owed to the Crown.
Retention and Disposal Standards: Input documents are retained for 10 years and computer records are retained for 60 years from the date of entry to the database.
PAC# = 83-025
Related to COR: SSC/ESP-005
TBS Registration Number: 000485

SSC/P-PU-035

Canada Student Loans Computer Claim Master File

Description: The bank serves as a control file for borrowers who have defaulted on their student loan and where the government has paid the lender in accordance with the *Canada Student Loans Act*. Data content includes social insurance number, name and detailed information concerning the default. Information may be made available to collection agencies and to the Department of Justice to assist in the recovery of debts due the Crown. Individuals seeking access to this information bank must provide name, social insurance number and date of birth.
Class of Individuals: Canadian citizens or permanent residents.
Purpose: The bank is used to monitor activity on a defaulted borrower's account. Social insurance numbers may be verified with the Canada Employment and Immigration Commission.
Consistent Uses: For the purpose of administering the *Canada Student Loans Act*, information may be made available to provincial authorities, chartered banks and authorized lenders. Information may be made available to collection agencies and to the Department of Justice and other federal departments to assist in the recovery of debts owed to the Crown.
Retention and Disposal Standards: Retained 10 years after activity ceases.
PAC# = 83-025
Related to COR: SSC/ESP-010
TBS Registration Number: 000486

SSC/P-PU-040

Canada Student Loans (Part-time) Computer Loans Master File

Description: Under the *Canada Student Loans Act*, the federal government guarantees repayment of loans made by chartered banks and other authorized lenders to qualifying part-time students. Part-time Canada Student Loans are authorized by all provinces except Québec. Data includes name, social insurance number, date of birth, sex and loan information. Individuals seeking access to this information bank must provide name, social insurance number and date of birth.
Class of Individuals: Canadian citizens or permanent residents.
Purpose: The information bank is used to monitor loans disbursements. Social insurance numbers may be verified with the Canada Employment and Immigration Commission.
Consistent Uses: For the purpose of administering the *Canada Student Loans Act*, information may be made available to provincial authorities, chartered banks and authorized lenders. Information may be made available to collection agencies and to the Department of Justice and other federal departments to assist in the recovery of Crown debts.
Retention and Disposal Standards: Input documents are retained for 10 years and computer records are retained for 60 years from the date of entry to the database.
PAC# = 83-025
Related to COR: SSC/ESP-010
TBS Registration Number: 000487

SSC/P-PU-045

Canada Student Loans Interest Relief Computer Database

Description: Under the Canada Student Loans Program, students who are unable, because of unemployment or illness, to repay their Canada Student Loans without financial hardship may apply for up to 18 months interest subsidy which is paid by the federal government. Data includes name, social insurance number, date of birth, sex, family income and size, reasons for application and loan data. Individuals seeking access to this information bank must provide name, social insurance number and date of birth.
Class of Individuals: Canadian citizens and permanent residents.
Purpose: This information bank is used to assess eligibility for the plan and to monitor payments to lenders. Social insurance numbers may be verified with the Canada Employment and Immigration Commission.
Consistent Uses: For the purpose of administering the *Canada Student Loans Act*, information may be made available to chartered banks and authorized lenders. Information may be made available to collection agencies and to the Department of Justice and other federal departments to assist in the recovery of debts owed the Crown.
Retention and Disposal Standards: Input documents are retained for 10 years and computer records are retained for 60 years from the date of entry to the database.
PAC# = 83-025
Related to COR: SSC/ESP-010
TBS Registration Number: 000488

Citizenship Registration and Promotion

SSC/P-PU-050

Application and Assessment for Canadian Citizenship

This bank is maintained to provide information necessary to assess applications for the grant, or issue of, proof of Canadian Citizenship and to maintain a record of persons to whom citizenship certificates have been issued. For the purposes of administering the *Citizenship Act* and Regulations, information may be shared with the RCMP, CSIS, the Canada Employment and Immigration Commission, the Federal Court, and the Department of External Affairs. Lists of names and addresses of new citizens are supplied to the Prime Minister, to their respective Members of Parliament and Provincial Legislatures for the purpose of sending congratulatory letters. Upon formal request, genealogical information concerning Canadian citizens may also be supplied for legitimate research purposes.

Records are retained indefinitely on microfilm. Historical records are available back to 1854, although they are not complete prior to 1918. Persons seeking access to citizenship registration records must identify the individual by name, and date and place of birth.

Classes of Personal Information

In the course of conducting the programs and activities of the Department, categories of personal information may be accumulated which are not contained in the specific personal information banks previously described in this entry. Such personal information includes requests for information and publications, research proposals, expressions of public support, comments and suggestions, requests for funding and assistance, and complaints. This information is stored as part of the general subject files, the records of which are not normally retrievable by name of individual or other personal identifier. Specifics must be provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Department and to whom it was addressed.

The personal information contained in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject records schedules.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to

Privacy Co-ordinator
Department of the Secretary of State
Jules Léger Building
15 Eddy Street
Hull, Québec
K1A 0M5
Telephone: (819) 997-4311

STANDARD BANKS

The following banks are located at headquarters.

SSC/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000489

SSC/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000490

SSC/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000491

SSC/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

PAC# = 85-001

TBS Registration Number: 000492

SSC/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.

PAC# = 85-001

TBS Registration Number: 000493

SSC/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000494

SSC/P-SE-907

Occupational Health and Safety

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.

PAC# = 85-001

TBS Registration Number: 000495

SSC/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000496

SSC/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000497

SSC/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

PAC# = 85-001

TBS Registration Number: 000498

SSC/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000499

SSC/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 000500

SSC/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

PAC# = 85-001

TBS Registration Number: 000501

SSC/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

Class of Individuals: Employees of government institutions.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.

Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000502

SSC/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.

Consistent Uses: To support decisions regarding employee assistance measures.

Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000503

SSC/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Consistent Uses: To issue identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.

PAC# = 85-001

TBS Registration Number: 000504

SSC/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001

TBS Registration Number: 000505

SSC/P-SE-920
Incentive Awards
Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or practical suggestions for improvement of Public Service operations and completed recommendation reports concerning either the Merit Award or the Suggestion Award.
Class of Individuals: Public servants who have been nominated for awards under the federal government's Incentive Awards Plan.
Purpose: This information bank is used to identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan.
Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds.
Retention and Disposal Standards: Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed, and precedent setting files for 25 years then destroyed.
PAC# = 85-001
TBS Registration Number: 001760

SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL

Chapter 90

SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL

Background

The Social Sciences and Humanities Research Council is a grant-giving body whose funds are voted by Parliament. Its mandate, in the terms of Section 5 of the *Government Organization (Scientific Activities) Act*, 1976, is "to promote and assist research and scholarship in the social sciences and humanities; and advise the Minister in respect of such matters relating to such research as the Minister may refer to the Council for its consideration." The Council administers programs of fellowships for research training and support, grants for research, international scholarly exchanges, research resources, scholarly publishing, conferences and other research-related activities.

Access Procedures

Files on all applicants for Council grants for the last four years are kept at the Council's office in Ottawa. The Council's policy on the retention/disposal of files is under review. Any enquiries on the following banks should be addressed to

Privacy Co-ordinator
Social Sciences and Humanities Research Council
255 Albert Street
Ottawa, Ontario
K1P 6G4
Telephone: (613) 992-1053

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

SHR/P-PU-005

Applicants' History Cards and Payment Notices

Applicants' history cards for individuals and organizations are kept in all program divisions: fellowships, research grants, strategic grants, research communication and international relations. These cards, which are cumulative over the life of the program, are identified by the applicant's name and file number. The information for individual applicants includes data recorded in the On-Line Applicant History File (see SHR/P-PU-040), plus records of amounts requested and amounts awarded. Some program divisions and the Finance Division also keep copies of award notice forms, which contain the applicant's name, address, university, grant number, award payee, title of project, amount requested and amount awarded.

SHR/P-PU-010

Fellowship Applications and Committee Records

This bank contains records of individual applications for the following fellowships: special M.A. scholarships, the Queen's Fellowships, doctoral fellowships, post-doctoral fellowships, leave fellowships and the Jules and Gabrielle Léger Fellowship. It includes applications, history cards, third-party assessments, committee rankings and appraisals, and travel and administrative details for fellowship holders. The information is used to assess the applicant's education and other requirements necessary to meet the criteria of the various programs, and to evaluate the merits of the applicant for funding. Files are identified by the applicant's name and by a three-part number indicating the competition code, the year and an identifying number. Successful and unsuccessful files are stored separately.

SHR/P-PU-015

Research Grant Applications and Committee Records

This bank contains records of applications by individuals and institutions for research grants, major research grants, negotiated grants and general research grants. It includes applications, history cards, project descriptions, third-party and committee assessments, and travel and administrative details for grant holders. The information is used to assess the eligibility and experience of the researchers applying, and the merit and scholarly significance of the proposed projects for funding. Files are identified by the applicant's name, and by a three-part number indicating the competition code, the year and an identifying number. Successful and unsuccessful files are stored separately.

SHR/P-PU-020

Strategic Grants Applications and Committee Records

This bank contains records of applications by individuals and institutions for grants under programs administered by the Strategic Grants Division. These programs are for thematic research and research development on the themes of population aging; the family and the socialization of children; the human context of science and technology; women and work; and managing the organization in Canada. Funds are also granted for the development of management research, Canadian studies, research tools, support for specialized research collections, and aid to small universities. The bank includes applications, history cards, project descriptions, third-party and committee assessments, and travel and administrative details for grant holders. The information is used to assess the eligibility and experience of the researchers applying, and the merit and scholarly significance of the proposed project for funding. Files are identified by the applicant's name, and by a three-part number indicating the competition code, the year and an identifying number. Successful and unsuccessful files are stored separately.

SHR/P-PU-025

Research Communication Applications and Committee Records

This bank contains records of applications for funding under the following programs: aid to learned journals, conference grants and aid to associations. It includes applications, history cards, third-party and committee assessments and travel and administrative details for grant holders. The information is used to determine the eligibility, merit and scholarly significance of the proposed projects for funding. Files are identified by university or association name and by a three-part number indicating the competition code, the year and an identifying number. Successful and unsuccessful files are stored separately.

SHR/P-PU-030

International Relations Applications and Committee Records

This bank contains records of applications by individuals and organizations for grants for international representation, conferences, collaborative research, visiting lecturers and scholarly exchanges. It includes applications, third-party and committee assessments, history cards, and travel and administrative details for grant holders. The information is used to determine the eligibility of the applicants and the merit and scholarly significance of their proposals for funding. Files are identified by the applicant's name and by a three-part number indicating the competition code, the year and an identifying number. Successful and unsuccessful files are stored separately.

SHR/P-PU-035
Grant Application Records Management System (GARMS)

This system monitors and controls applications from individuals for Council grants and fellowships. The system includes three data banks: the On-Line Applicant History File (SHR/P-PU-040); the Adjudication Record, Fellowships Program (SHR/P-PU-045); and the Adjudication Record, Research Grants Program (SHR/P-PU-050).

SHR/P-PU-040
On-Line Applicant History File (OAHF)

This data bank contains information on all individuals who apply for Council grants and fellowships. Each applicant is identified by name and year of birth. The file also contains information on the applicant's academic background, occupation, sex, language of application, and citizenship (Canadian or permanent resident). The number assigned to each application made by an individual to the Council is included in the file, along with a code indicating the result of that application. This bank is used to identify applicants and constitutes a history of Council support to individuals.

SHR/P-PU-045
Adjudication Record, Fellowships Program

This data bank contains information on all individuals who apply for Council fellowships in the current competition. Each applicant is identified by name and the file number assigned to the application. The bank also contains the applicant's date of birth, address, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application, the Council's decision on the application and the amount of the basic award.

SHR/P-PU-050
Adjudication Record, Research Grants Program

This data bank contains information on all individuals who apply for Council research grants. The information about award holders is kept for three years after the date of last activity. Each applicant is identified by name and year of birth, academic qualifications, discipline and the file number assigned to the application. The file also contains the title of the research project, summary of the selection committee's comments on the project, and the amounts of money requested and awarded.

SHR/P-PU-055
Grant Financial System

This system controls and monitors the Council's disbursements to, and accounts receivable with individual fellowship holders. The award holder is identified by the basic personal information and file number from the On-Line Applicant History File (see SHR/P-PU-040). The information also includes the award holder's social insurance number, bank account number and payment requisition for funds committed. The information is used for administrative and financial control and reporting. It is also the basis for the creation of transaction files on payments to award holders, and the issuance of T4A slips.

SHR/P-PU-060
Planning and Evaluation Applicant History File

The Council's Planning and Evaluation Division prepares statistical analyses and projections. For its studies and reporting of client participation in Council programs the division uses the on-line data and applicant history cards kept by individual program divisions. It also maintains its own duplicate set of applicant history cards for the Research Grants and Strategic Grants programs, containing all information in the On-Line Applicant History File (SHR/P-PU-040), plus records of amounts requested and amounts awarded.

SHR/P-PU-065
Committee and Advisory Academic Panel Files

The Council's secretariat maintains a file of suggested candidates for membership on Council committees and on the Advisory Academic Panel. Committee and panel members are proposed by universities and learned societies. The data bank is divided into two parts: a card file with the name, address, affiliation, discipline and area of academic specialization, classed by discipline and region; and a set of binders containing personal résumés obtained from nominees, filed in alphabetical order. This bank dates from 1978.

SHR/P-PU-070
Assessor Files

Program officers in the Research Grants, Research Communication, Strategic Grants and International Relations Divisions keep card files of assessors who have evaluated projects for the Council. A number of sets of assessor files are stored on an experimental basis in a microcomputer. The information contained in these files includes the assessor's name and address and area of specialization as well as a record of the project(s) that each has evaluated. Assessors are chosen from reference books listing scholars and their area of expertise and from the recommendations of other scholars. Some 8,000 to 9,000 individual assessors may be consulted each year.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to

Privacy Co-ordinator
Social Sciences and Humanities Research Council
255 Albert Street
12th Floor
Ottawa, Ontario
K1P 6G4
Telephone: (613) 992-1053

PARTICULAR BANKS

SHR/P-PE-801 *Formerly Identified as:* SHR/P-SE-915
Conflict of Interest

This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. Information contained in this bank pertains to departmental employees. The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. Information in this bank is used to support decisions on transfers, discipline and termination of employment. Records are retained for two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

STANDARD BANKS

The following banks are located at headquarters.

SHR/P-SE-901

Employee Personnel Record

This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. The information in this bank relates to departmental employees. The purpose of this bank is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. The information is used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. The information is retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

SHR/P-SE-902

Staffing

The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) The information relates to departmental employees. The bank provides a record of the informaton used in staffing positions in a government institution, and is used to select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted. The records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

SHR/P-SE-903

Attendance and Leave

This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. The information relates to departmental employees. The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. The information is used to record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. Records are destroyed two years after expiry of the fiscal year.

SHR/P-SE-904

Pay and Benefits

This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The information is used to enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*. Records are destroyed two years after expiry of the fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

SHR/P-SE-905

Training and Development

This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. The information is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees. The records are destroyed two years after completion of the particular training and development undertaken by an employee.

SHR/P-SE-906

Official Languages

This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. The information relates to departmental employees. The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. The information is used to support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Two years after last documentation the records are destroyed.

SHR/P-SE-907

Occupational Health and Safety

The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908. The information relates to departmental employees. The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program. The information is used to support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. The period of retention of the records is five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.

SHR/P-SE-909

Security Clearances

This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank. The information relates to departmental employees. The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank. The information is used to support decisions on transfers, promotions, discipline and termination of employment. Two years after an employee leaves the institution for which the clearance was done the records are destroyed.

SHR/P-SE-910

Grievances

This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances. The information relates to departmental employees. The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board. Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board. Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

SHR/P-SE-911
Discipline

This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. The information relates to departmental employees. The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions. The information is used to support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment. The retention period for correspondence regarding investigations, testimony by witnesses and legal opinions is five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

SHR/P-SE-912
Performance Reviews and Employee Appraisals

This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. The information relates to departmental employees. The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. The information is used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. Records are destroyed after ten years for employees in the Management Resources Information System and three years for all other employees.

SHR/P-SE-913
Travel and Relocation

This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. The information relates to departmental employees. The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees. The information is used to administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

SHR/P-SE-916
Employee Assistance

This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. The information in this bank relates to departmental employees. The purpose of the bank is to record information necessary to the administration of the Employee Assistance Program and to determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. The information is used to support decisions regarding employee assistance measures. Two years following the date of the most recent reference to employee assistance the records are destroyed.

SHR/P-SE-917
Identification and Building-Pass Cards

This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building pass cards. Provision of the SIN by individuals is not mandatory. The information relates to departmental employees. The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards. The information is used to issue identification and building pass cards. Records are destroyed two years after expiry of identification and building-pass cards.

DEPARTMENT OF THE SOLICITOR GENERAL

Chapter 91

DEPARTMENT OF THE SOLICITOR GENERAL

Background

The Department of the Solicitor General was established in 1966 when Parliament enacted the *Department of the Solicitor General Act*, which assigned to the Solicitor General, responsibility and accountability for the management and direction of reformatories, prisons, penitentiaries, parole, remissions, and the Royal Canadian Mounted Police.

Evolutionary additions and changes to these responsibilities resulted in the Department's reorganization into a ministry, incorporating the Secretariat, the Royal Canadian Mounted Police, the Correctional Service of Canada, the National Parole Board, the Office of the Correctional Investigator, the Canadian Security Intelligence Service and the Office of the Inspector General.

Overall Responsibilities

The Solicitor General discharges certain duties specifically assigned under a number of acts, notably the *Royal Canadian Mounted Police Act*, the *Penitentiary Act*, the *Parole Act*, the *Prisons and Reformatories Act*, the *Young Offenders Act*, the *Immigration Act*, the *Canadian Security Intelligence Service Act*, the *Criminal Records Act*, and the *Criminal Code of Canada*. In addition, the agencies of the Ministry have an operational responsibility for the discharge of functions under acts such as the *Criminal Identification Act*, the *Diplomatic and Consular Privileges and Immunities Act*, the *Fugitive Offenders Act* and the *Migratory Birds Act*, among others. Specific mandates of the Ministry's agencies are as follows.

The Secretariat is responsible for developing and co-ordinating Ministry policy and program roles at the federal and federal-provincial levels, in five major areas: criminal justice, juvenile justice, corrections, police and security.

The RCMP is responsible for the enforcement of federal statutes, provision of police services under provincial and municipal contracts, and of national police services.

The Correctional Service of Canada (CSC) is responsible for the custody of inmates, their health care, education, training and employment. It also provides inmate counselling and personal development programs and supervises parolees.

The National Parole Board (NPB) is responsible for granting or denying parole, including day parole, to inmates of federal and provincial prisons. It also rules on unescorted temporary absences for inmates of federal penitentiaries and recommends the exercise of the Royal Prerogative of Mercy and the granting of pardons.

The Correctional Investigator's mandate is to investigate complaints from, or on behalf of, incarcerated persons and report upon problems identified; in essence, acting as an ombudsman, endeavouring to resolve complaints by administrative action.

The Canadian Security Intelligence Service (CSIS) collects, analyses and retains information and intelligence respecting activities that may on reasonable grounds be suspected of constituting threats to the security of Canada.

The Inspector General is responsible for the monitoring and review of the operational activities of the Canadian Security Intelligence Service.

The Office of the Correctional Investigator, the RCMP, the Correctional Service of Canada, the National Parole Board and the Canadian Security Intelligence Service are described in greater detail elsewhere in this Index with a complete listing of the personal information banks they hold. Requests for access to personal information specifically related to these agencies should be directed to the Privacy Co-ordinator of the particular agency. The organization and information holdings of the Office of the Inspector General will be described in the next bulletin on *Access to Information Act* and *Privacy Act*.

Access Procedures

Requests for access to personal information held by the Secretariat should be addressed to

Access to Information and Privacy Co-ordinator
Ministry Secretariat
Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
Telephone: (613) 991-2930

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Police and Security Branch

SGC/P-PU-005
Records Access Request Bank
Description: This bank contains requests for information, responses to requests, and information relating to their processing. Information is organized first by fiscal year and secondly by sequence of the access requests numbers.
Class of Individuals: This bank contains records relating to individuals who have submitted a request i.e. name, address, telephone number, social insurance number and other information as provided on the request form.
Purpose: This bank is used to enable the administration of the *Access to Information and Privacy Acts.*
Consistent Uses: The information in this bank is used only for the purpose for which the information was collected.
Retention and Disposal Standards: The files are kept for a minimum of two years.
PAC# = 78-001
Related to COR: SGC/PSB-025
TBS Registration Number: 001531

SGC/P-PU-010
Applications for Employment
Description: This bank contains information on individuals who have sent a written application for employment to the Ministry Secretariat. The files contain letters, completed application forms, résumés, letters of reference and normally, letters from the Secretariat acknowledging receipt of applications. Records are organized alphabetically by the first initial of the family name.
Class of Individuals: The bank contains personal information concerning individuals who are interested in securing employment with the Secretariat.
Purpose: These records are used for reference when vacancies arise.
Consistent Uses: The information in this bank is used only for the purpose for which the information was collected.
Retention and Disposal Standards: These records are kept for two years.
PAC# = 78-001
TBS Registration Number: 001532

SGC/P-PU-015

Research Projects

Description: This bank contains information about proposals to conduct criminal justice and juvenile justice research and research projects actually conducted. Records contain the proposal including information about researchers, departmental assessments of the proposals and notification of acceptance or rejection of the research proposal. For projects actually conducted, the records contain results of the research, departmental assessments of the research and information about the costs of the research.

Class of Individuals: Researchers.

Purpose: To evaluate results, departmental assessments and costs of the research.

Consistent Uses: The information in this bank is used only for the purpose for which it was collected.

Retention and Disposal Standards: The records are retained for two years in the case of rejected proposals and five years for accepted projects.

PAC# = 83-011

TBS Registration Number: 001533

SGC/P-PU-020

Consultation Projects

Description: This bank contains information about experimental or innovative projects in the areas of criminal justice and juvenile justice which are being considered for funding or which are being funded by the Consultation Centre. Files in the bank contain information about project proposals including information about project staff, departmental assessments of the proposals and notification of acceptance or rejection of the proposal. For proposals which are accepted, the bank contains information about the results of the work, departmental assessments of the work and information about the costs of the work.

Class of Individuals: Project staff.

Purpose: To evaluate results, departmental assessments and costs of the work.

Consistent Uses: The information in this bank is used only for the purpose for which the information was collected.

Retention and Disposal Standards: The records are retained for five years.

PAC# = 83-011

TBS Registration Number: 001534

SGC/P-PU-025

Security Policy and Operational Records

Description: This bank was established in 1971 and contains personal information relating to espionage or sabotage that is against or is detrimental to the interest of Canada; or, activities directed toward or in support of such activity; foreign influenced activities within or relating to Canada that are detrimental to the interest of Canada, and are clandestine or deceptive, or involve a threat to any person; activities within or relating to Canada directed toward or in support of the threat or use of acts of serious violence against persons or property for the purpose of achieving a political objective within Canada or a foreign state; and, activities directed toward undermining by covert unlawful acts, or directed toward or intended ultimately to lead to the destruction or overthrow by violence of the constitutionally established system of government in Canada. This bank may also contain personal information that, in relation to the defence of Canada or to the conduct of the international affairs of Canada, pertains to the capabilities, intentions, or activities of a foreign state or group of foreign states; of any person other than a Canadian citizen or permanent resident; or, any corporation except one incorporated pursuant to the laws of Canada or of any province. Information is also held in respect to CSIS' advice relating to the *Citizenship or Immigration Acts*. It also includes information relating to the administrative security policies and programs of the government of Canada including measures to ensure personnel security; information security; EDP security; communications security and technical security; and relating to the mandate of the former RCMP Security Service, and collected prior to July 16, 1984.

Class of Individuals: Individuals known to have participated in espionage or sabotage activities that are against or are detrimental to the interest of Canada.

Purpose: This personal information is used to develop policy and provide advice to the Solicitor General in relation to national security policy; ministerial direction of the Canadian Security Intelligence Service; and to the RCMP in relation to its responsibilities set out in s.61 of the *Security Offences Act;* the exercise of ministerial authority pursuant to the *CSIS Act* and the relevant provisions of the *Citizenship Act* and the *Immigration Act*, respecting individuals known or suspected of being involved in subversive or hostile activities, including terrorism; and the Cabinet, its committees, and federal departments and agencies in relation to national security policy; threats to the security of Canada; the analysis and implementation of administrative security policies; and the formulation of plans and other measures designed to counter, or respond to, threats to the security of Canada in peace or war.

Consistent Uses: The information in this bank is used only for the purpose for which it was collected.

Retention and Disposal Standards: PAC# = 83-011 (Under review.)

Related to COR: SGC/PSB-030; PSB-035; PSB-040

TBS Registration Number: 001535

SGC/P-PU-030

Police and Law Enforcement Records Relating to the Security and Safety of Persons or Property in Canada

Description: Established in 1971, this bank contains personal information relating to criminal intelligence investigations or cases, involving offences against the Criminal Code, and/or against federal and provincial statutes and includes such matters as organized crime and terrorism, which have implications for the security of Canada; relating to federal government activities and contingency plans designed to counter, or respond to, activities hostile to the security of Canada in peace or war; relating to investigations concerning threats or incidents involving national or international dignitaries or involving government property; and relating to information provided by foreign or Canadian dignitaries for protective purposes.

Class of Individuals: Individuals involved in offences against the Criminal Code, and/or against federal and provincial statutes.

Purpose: This information is used to develop policy and provide advice to: the Solicitor General in relation to ministerial direction of the Canadian Security Intelligence Service and the RCMP in matters relating to national security; and with respect to RCMP law enforcement action against individuals known or suspected of being involved in activities arising out of threats to the security of Canada; and the responsibilities of the Solicitor General; the RCMP and CSIS with respect to the *Citizenship and Immigration Acts;* and Cabinet, its committees, and federal departments and agencies in relation to: the formulation of contingency plans designed to counter, or respond to, activities hostile to the security of Canada in peace or war; and the protection of Canadian and foreign dignitaries and government property.

Consistent Uses: The information in this bank is used only for the purpose for which it was collected.

Retention and Disposal Standards: PAC# = 83-011 (Under review.)

Related to COR: SGC/PSB-040

TBS Registration Number: 001536

SGC/P-PU-035

Protection of Privacy (as Defined in Section 178.1 to 178.23 Inclusive of the Criminal Code)

Description: Established in 1974, this bank contains personal information from police files which is required to assist the Minister in fulfilling his responsibilities, as defined in Section 178.22 of the Criminal Code of Canada, for the submission of an annual report on communications interceptions to Parliament. This bank also contains names and addresses of individuals designated by the Solicitor General of Canada for the purposes of Section 178.12(1), 178.13(2.1) and 178.15(1) of the Criminal Code, regarding interception of private communications. The names of these agents are provided to police and legal officials. The names of agents who made application for wiretap authorizations under Section 178.12(1) and 178.15(1) are also contained in the annual report.

Class of Individuals: Individuals designated by the Solicitor General of Canada for the purposes of section 178.12(1), 178.13(2.1) and 178.15(1) of the Criminal Code regarding interception of private communications. Names of agents who made application for wiretap authorizations under Section 178.12(1) and 178.15(1).

Purpose: To assist the Minister in fulfilling his responsibilities, as defined in Section 178.22 of the Criminal Code of Canada, for the submission of an annual report on communications interceptions to Parliament.

Consistent Uses: The information in this bank is used only for the purpose for which it was collected.

Retention and Disposal Standards: PAC# = 83-011 (Under review.)

Related to COR: SGC/PSB-025

TBS Registration Number: 001537

SGC/P-PU-040

Security Clearance Records

Description: This bank contains personal information on individuals who are or have been, the subject of security screening procedures in relation to pre-employment/employment with federal government institutions and/or the private sector working under federal government contracts, and whose cases have been referred to the Solicitor General or the Security Advisory Committee for advice. This bank may also contain personal data, criminal records, security analyses, investigative reports, related correspondence and a notation of the level of clearance requested, granted or denied.

Class of Individuals: Individuals who are, or have been, the subject of security screening procedures in relation to pre-employment/employment with federal government institutions and/or the private sector working under federal government contracts, and whose cases have been referred to the Solicitor General or the Security Advisory Committee for advice.

Purpose: The information is used to support analysis and advice given in respect of decisions taken, or to be taken, in other departments or agencies of the federal government, on the suitability of an individual for a security clearance.

Consistent Uses: The information in this bank is used only for the purpose for which it was collected.

Retention and Disposal Standards: PAC# = 83-011 (Under review.)

TBS Registration Number: 001538

SGC/P-PU-045

Police and Law Enforcement — RCMP Personnel and Administrative Records

Description: This bank contains personal information on certain individuals who are currently serving or who have served in the RCMP. The files contain such material as recommendations for promotion, discharge/demotion documentation, formal grievances and their resolution, documentation on disciplinary proceedings and actions, termination of service material, and payments from the Supplementary Survivor Income Benefit Plan. On individuals who have been involved in complaints against the Force or its members, the files contain reports, memoranda and correspondence. On individuals who have been involved in motor vehicle accidents or assessments respecting damage or loss in relation to personal injury, property and related claims by or against the Force, the files contain investigational and occurrence reports, statements, claims for damages, legal decisions and related documentation.

Class of Individuals: Individuals who are currently serving or who have served in the RCMP; individuals who have been involved in complaints against the Force or its members; individuals who have been involved in motor vehicle accidents or assessments respecting damage or loss in relation to personal injury, property and related claims by or against the Force.

Purpose: This information is used: (i) to provide advice to the Minister in respect of his statutory responsibilities for all matters pertaining to the RCMP; and (ii) to provide policy support and advice to the Minister, in furtherance of his statutory responsibility to provide direction to the Commissioner of the RCMP.

Consistent Uses: The information in this bank is used only for the purpose for which it was collected.

Retention and Disposal Standards: PAC# = 83-011 (Under review.)

TBS Registration Number: 001539

SGC/P-PU-050

Police and Law Enforcement — RCMP Operational Records

Description: This bank contains personal information on individuals who have been involved in investigations under federal statutes, including the Criminal Code provincial statutes, municipal by-laws and territorial ordinances. As well, personal information is contained on individuals who have been involved in various criminal intelligence investigations including organized crime, terrorism, securities fraud, corruption, conterfeiting, extortion, gambling, loan sharking, pornography and prostitution. The files contain reports, memoranda and correspondence.

Class of Individuals: Individuals who have been involved in investigations under federal statutes, including the Criminal Code, provincial statutes, municipal by-laws and territorial ordinances.

Purpose: This information is used to provide policy support and advice to the Minister in furtherance of his statutory responsibility to provide direction to the Commissioner of the RCMP.

Consistent Uses: The information in this bank is used only for the purpose for which it was collected.

Retention and Disposal Standards: PAC# = 83-011 (Under review.)

TBS Registration Number: 001540

SGC/P-PU-055

Commissions of Enquiry

Description: This bank includes copies of records contained in the RCMP Security Service Bank, entitled Security Service Records. It contains personal information on individuals who may be engaged in, or may be planning to engage in, espionage or sabotage; foreign intelligence activities directed toward gathering intelligence information relating to Canada; activities directed toward accomplishing governmental change within Canada or elsewhere by force or violence or any criminal means, activities by a foreign power directed toward actual or potential attack, or other hostile acts against Canada; activities of a foreign or domestic group directed toward the commission of terrorist acts in or against Canada; the use or the encouragement of the use of force, violence or any criminal means, or the creation or exploitation of civil disorder for the purpose of any of the activities referred to above.

Class of Individuals: Individuals who may be engaged in, or may be planning to engage in, espionage or sabotage.

Purpose: This information is used to provide legal and policy advice to the government respecting matters pertaining to Commissions of Enquiry having to do with the RCMP.

Consistent Uses: The information in this bank is used only for the purpose for which it was collected.

Retention and Disposal Standards: PAC# = 83-011 (Under review.)
Related to COR: SGC/PSB-005
TBS Registration Number: 001541

SGC/P-PU-060
Employment Development Projects
Description: This bank contains information about criminal justice employment development projects including project proposals and projects actually funded. For proposed projects, the bank contains information about the proposals including information about project staff, departmental comments of the proposals and notification of acceptance or rejection of the proposals. For accepted proposals, the bank contains information about the results of the work, departmental assessments of the work and financial information concerning the projects.
Class of Individuals: Project staff.
Purpose: To maintain information on employment development projects and participants.
Consistent Uses: The information in this bank is used only for the purpose for which it was collected.
Retention and Disposal Standards: To be submitted to Public Archives.
PAC# = 83-011
TBS Registration Number: 001542

SGC/P-PU-065
Inventory of Contractors
Description: This bank contains information about potential contractors particularly with respect to contractors with expertise in the area of criminal justice research and development. The bank includes information about the areas of expertise, personnel, locations, size and past performance on government contractors, if applicable, of firms involved in criminal justice.
Class of Individuals: Potential contractors particularly with respect to contractors with expertise in the area of criminal justice research and development.
Purpose: To maintain information on expertise and experience of contractors to assist the Secretariat to manage the competitive process for contractors.
Consistent Uses: The information in this bank is used only for the purpose for which it was collected.
Retention and Disposal Standards: To be submitted to Public Archives.
PAC# = 83-011
TBS Registration Number: 001543

Classes of Personal Information

Secretariat Records Office

In the course of conducting the programs and activities of the Ministry Secretariat, personal information may be accumulated which is not contained in any of the specific personal information banks described in this entry, or the standard banks located elsewhere in the index. Such personal information exists in a fragmented form throughout some 45,000 files located in Ottawa and five other cities across Canada. The information relates to criminal justice system policy; police and law enforcement issues; and general administrative matters. Most of the information is generated internally. However, a portion comes from the general public in the form of opinions or inquiries. This information is not intended to be used for any administrative purpose affecting individuals by the Ministry Secretariat. Information may include names, addresses, profession, and is normally only retrievable if specifics are provided, e.g., project titles, dates, events, organization titles and locations.

Police and Security

In the course of conducting the programs and activities of the Police and Security Branch, personal information may be accumulated which is not contained in any specific personal information bank described in this entry. This information is not intended to be used for any administrative purpose affecting individuals. Such personal information may include names, addresses, and titles of positions which are contained in the general subject files where the records are not normally retrieved by personal identifiers. The personal information is normally retrieved only if specific subjects, events, dates or projects are provided.

Security Intelligence Transitional Group (SITG)

In the course of conducting the activities and programs of this planning group, personal information may be accumulated which is not contained in the specific personal information bank described in this entry, i.e. planning information on the organizational, personnel and administrative structure for the new security agency; public opinions and enquiries. This information is not intended for use in any administrative purpose affecting individuals by the Security Intelligence Transitional Group. The information may contain names, addresses, and position titles and is stored as a part of the general subject files where records are not normally retrieved by personal identifiers. The information is only retrievable if specific subjects, dates, or events are provided.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to

Access to Information and Privacy Co-ordinator
Ministry Secretariat
Ministry of the Solicitor General
13th Floor
Sir Wilfrid Laurier Building
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
Telephone: (613) 991-2930

STANDARD BANKS

The following banks are located at headquarters.

SGC/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the

individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.

PAC# = 85-001

TBS Registration Number: 001544

SGC/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The bank provides a record of the information used in staffing positions in a government institution.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001545

SGC/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001546

SGC/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the

Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# – 85-001
TBS Registration Number: 001547

SGC/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# – 85-001
TBS Registration Number: 001548

SGC/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# – 85-001
TBS Registration Number: 001549

SGC/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# – 85-001
TBS Registration Number: 001550

SGC/P-SE-909
Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# – 85-001
TBS Registration Number: 001551

SGC/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# – 85-001
TBS Registration Number: 001552

SGC/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001553

SGC/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 001554

SGC/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

PAC# = 85-001

TBS Registration Number: 001555

SGC/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

Class of Individuals: Employees of government institutions.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.

Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001556

SGC/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Consistent Uses: To issue identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.

PAC# = 85-001

TBS Registration Number: 001557

SGC/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.

PAC# = 85-001

TBS Registration Number: 001558

SGC/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.

PAC# = 85-001

TBS Registration Number: 001559

STANDARDS COUNCIL OF CANADA

Chapter 92

Background

The Standards Council of Canada (SCC) was established in 1970 by an Act of Parliament to foster and promote voluntary standardization in Canada as a means of advancing the national economy, benefiting the health, safety and welfare of the public, assisting and protecting consumers, facilitating domestic and international trade, and furthering international co-operation in the field of standards.

Overall Responsibilities

The Council carries out its task through the National Standards System (NSS), a federation of accredited independent organizations concerned with standards writing, certification, and testing co-ordinated by the SCC. The system was created to provide a medium through which Canadian organizations involved in such activities may operate and co-operate to recognize, establish and improve standardization in Canada. It provides a comprehensive Canadian standardization capability to meet both national and international requirements and responsibilities.

The Council ensures effective Canadian participation in the work of the International Organization for Standardization (ISO), the International Electrotechnical Commission (IEC) and any other similar international organizations engaged in the formulation of voluntary standards. Both of these international agencies have as their objective the development of standards, with a view to facilitating international exchange of goods and services. ISO work is concerned with standardization in many disciplines, except for the electrotechnology field which is IEC's responsibility.

Access Procedures

Please address requests for formal access to

Privacy Co-ordinator
Standards Council of Canada
Suite 1203
350 Sparks Street
Ottawa, Ontario
K1R 7S8
Telephone: (613) 238-3222

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

SDC/P-PU-005
University Research Application
Description: This bank contains applications for a grant funded by the Council to undertake a research project on subjects judged to advance the knowledge, understanding, and appreciation of standards and standardization. It includes information on personal characteristics, and educational and employment background.
Class of Individuals: College and university faculty and postgraduate students
Purpose: Information is obtained to enable the Council's Research Contribution Advisory Committee to make a decision on the awarding of a research grant.
Retention and Disposal Standards: The records will be retained by the Council for a period of six years.
PAC# = 78-022
Related to COR: SDC/EIB-020
TBS Registration Number: 000847

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

STANDARD BANKS

SDC/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In

cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000848

SDC/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000849

STATISTICS CANADA

Chapter 93

STATISTICS CANADA

Background

Statistics Canada collects and provides statistical information on the characteristics and behaviour of Canadian households, businesses, institutions and governments for research, policy development, program administration, decision-making and general informational purposes. This is done under the authority of the *Statistics Act* which prohibits the disclosure of identifiable information to anyone but the individual concerned.

The statistical information banks maintained by Statistics Canada contain some personal information that has been obtained from a variety of sources. Information is collected directly from the individual through the censuses of population and agriculture, from sample surveys such as surveys on income and expenditure, labour force surveys and special surveys. It is also collected through certain formal agreements the agency has entered into with large social institutions and various levels of Canadian governments. These arrangements give Statistics Canada access to administrative records for the purpose of extracting data on the client populations of the institutions of Health, Education and Justice and on the activities of the population as it comes in contact with the state (e.g., the registration of births, deaths and marriages).

One of the most important of these agreements is one Statistics Canada has with Revenue Canada (Taxation) to access taxation returns for statistical purposes, thus allowing the use of an administrative file of the federal government containing a wealth of information on the socio-economic fabric of the Canadian population. The accessing of taxation records has allowed Statistics Canada to exempt many respondents, particularly small businesses, from the filing of regular questionnaires. Statistics Canada also accesses administrative files of other federal government departments relating to unemployment insurance and divorces.

Information banks maintained by Statistics Canada are largely automated. Since records in these banks are meant to be used for statistical purposes and not for administrative purposes, they are rarely classified by name. In fact, few data banks contain names. Some banks are organized by a unique identifier, be it a number assigned by Statistics Canada, a number assigned by the administrative source, such as a registration number, or the social insurance number. Records in other banks are classified geographically, or by the name of the company. It should be noted that many of the statistical data banks contain only a sample of the population. To locate a statistical record, Statistics Canada will require, in most cases, not only an identifier, but additional information such as the time period in which an individual has responded to a survey, or his/her street address, or his/her industry sector.

Access Procedures

Section 12 of the *Privacy Act* gives every person the right to obtain information about him/herself contained in a personal information bank or other personal information about him/herself under the control of a government institution. Because some of the information Statistics Canada has was obtained through data-sharing agreements, such information cannot in many cases be disclosed to anyone unless express authorization is obtained from the data source. Consequently, Statistics Canada will redirect a request to the data source which, in many cases, will be more expedient in terms of time and cost savings, since that source has collected the information for administrative purposes and can more readily retrieve the information than Statistics Canada can.

Individuals seeking personal information about themselves contained in personal information banks or in classes of personal information should address their enquiries to

Office of the Privacy Co-ordinator
26th Floor, Station "P"
R.H. Coats Building
Tunney's Pasture
Ottawa, Ontario
K1A 0T6

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Census Operations Division

STC/P-PU-005
Census of Population — Microfilmed Records

This bank contains information obtained from the censuses of population taken since 1891. The records are identified by name and contain information on the social and economic characteristics of every person in the country. The records in this bank, which are organized on a geographical basis, are microfilmed copies of the original questionnaire dating back to 1891. To retrieve a record from this data bank, the precise address at the time of the census is required. Please note that only the individual named in the record can have access to information it contains, or the legal representative of a minor, incompetent or deceased person, but only to settle the affairs of the estate of that person. This information relates to all individuals in Canada at the time of the census. The Census of Population is a national inventory of Canada's key socio-economic phenomena, conducted at prescribed intervals by statutory requirement. The data collected, when compiled into statistics, are used for a wide range of purposes including the determination of economic and social policies, planning industrial development, and estimating needs for schools, roads and many other public services. Population figures are used to determine electoral district boundaries, and to calculate per capita grants to provinces and municipalities. A program has been established called the Census Pension Searches to provide proof of age, or length of residence in Canada from historic census records and 1940 National Registration Records. The service is normally provided in support of application for pensions, citizenship, passports and similar situations where other more preferred administration records are required but no longer exist or, as in a number of cases, were never issued. Current policy is to retain these records for 100 years.

STC/P-PU-010
1940 National Registration Records

The records provide social and economic information on individauls as well as information on their skills. This information relates to all persons 16 years of age or older in the period 1940-1946 with the exception of those people who were, at the time of registration, a member of the armed forces or a religious order. The information was originally obtained under the authority of the *National Resources Mobilization Act*, 1940, and the *War Measures Act* to permit the mobilization of all of the effective resources of the nation, both human and material, for the purpose of the defence and security of Canada. The National Registration Regulations pursuant to this legislation gave custody of the records to Statistics Canada, then known as the Dominion Bureau of Statistics. A program has been established called the Census Pension Searches to provide proof of age, place of residence, family relationships or length of residence in Canada from historic census records and 1940 National Registration Records. The service is normally provided in support of application for pensions, citizenship, passports and similar situations where other more preferred administration records are required but no longer exist or, as in a number of cases, were never issued. The current policy is to retain these records for 100 years.

Household Surveys Division

STC/P-PU-015
Labour Force Survey

The Labour Force Survey is a monthly survey conducted on a sample basis of approximately 53,000 households. The records are identified by name and carry information on the composition activities and characteristics of individuals who constitute the Canadian labour force. Data content includes the demographic profile of the respondent, employment profile, such as name of employer, hours of work, and tenure. For those without work, information is available on work history, job search activities, and type of work sought. Data is also available on the educational pursuits of the respondent. The data is maintained in such a way as to permit the production of statistics at the level of selected census metropolitan areas, economic regions and the provinces, and for selected non-CMA urban areas based on quarterly estimates. It is for this reason that information relating to an individual cannot be retrieved based on name alone. The requestor must provide the month(s) and year he/she was surveyed and the precise address at the time of the survey. There are also a number of special surveys that are conducted as supplements to the Labour Force Survey covering a variety of topics including work patterns, leisure time activities, absence from work, travel to work, etc. To retrieve a record, the requestor must provide the subject of the special survey, the year he/she was surveyed and the precise address at the time of the survey. This information relates to individuals who constitute the Canadian labour force. The main purpose of the bank is to produce unemployment figures. The data also enable a wide variety of additional information to be derived on the characteristics of the Canadian labour force and on the population over age 15 in general. The records are retained for 50 years.

Labour and Household Surveys Analysis Division

STC/P-PU-020
Longitudinal Income Sample

This bank contains socio-demographic data of sample individuals from the 1971 Census, and income components from tax returns. The income components as well as the marital status are updated with annual data from tax returns. Records are identified by a census identifier number. This file has been dormant since 1980. This information relates to individuals randomly sampled from the 1971 Census and where the individual has filed a tax return. This bank is used to produce data used exclusively for statistical research and production of longitudinal income profiles. Retention and bank disposal standards are indeterminate — the life span of the file depends on how long the sample numbers can be linked to the tax returns.

Canadian Centre for Justice Statistics

STC/P-PU-025
Homicide Statistics

This bank contains information obtained from police forces on characteristics of the victim(s) and suspect, the relationship between the suspect and the victim(s), and court procedures. This information relates to individuals who are victims of homicides and individuals who are suspected of committing a homicide. The purpose of this bank is to provide information relating to the extent of homicide in Canada; to describe the types and circumstances of homicide incidents and offences, as well as the essential characteristics of people involved in them; and to indicate how law enforcement and judicial agencies in the criminal justice system deal with the incidents as well as the apprehended suspects.

Agriculture/Natural Resources Division

STC/P-PU-030
Agriculture Database

This database contains information obtained from the census of agriculture which is a statutory requirement, and farm surveys. The records carry information on the socio-economic characteristics of farm operators and information relating to crops, livestock and poultry, and machinery. It also contains information on farm operating expenses and agriculture receipts. This information relates to farm operators. This bank provides a basic inventory of Canadian agriculture, provides input to the System of National Accounts and provides information for production, marketing and policy decisions. Statistics Canada may release name and address information to other members of the national agricultural statistical system for statistical purposes. The current policy is to retain the records for 100 years.

Health Division

STC/P-PU-035
Integrated Vital Statistics Database

This database has integrated information obtained from the universal systems of registration of births, marriages, deaths and stillbirths. These are originally recorded and accumulated by registrars of vital statistics in each province and territory. The information on births relates to place of birth, particulars on parents (name, birthdate, marital status of mother) and particulars of the child (surname and name). The information on stillbirths relate to particulars of the child, (place of birth, sex, weight) and particulars of parents (name, birthdate, ethnic group). The marriage component of the database contains information on the bride and bridegroom (name, marital status, birthdate, mother tongue), particulars of parents (name, birthdate, birthplace) and on the date and place of marriage. Information on deaths relates to name of deceased; date, place and cause of death. The information has been obtained through formal arrangements with the provinces and is to be used for statistical purposes only. Statistics Canada, therefore, is unable to respond to requests for information contained in this bank, pursuant to section 19(1)(c) of the *Privacy Act*. Any individual wishing to obtain information relating to the registration of births, marriages or deaths should contact the appropriate provincial registrar. This information, collected annually, relates to all individuals who were born in Canada or the United States and are Canadian residents; married or died in Canada; or a Canadian resident who died in the United States. The purpose of the bank is to provide input into the production of estimates of births, marriages and deaths for Canada and the provinces. These data are also used in special studies relating to, for example, mortality, fertility and life expectancy. Vital statistics are the prime components used in intercensal population estimates. The Mortality Database, which forms part of the Integrated Vital Statistics Database, is used as one of the input files in long-term medical follow-up studies. It provides information on date, cause and place of death for individuals in a particular study group (see Personal Information Bank STC/P-PU-076). The files are retained for 100 years.

STC/P-PU-040
Divorce Statistics Database

The bank contains place of residence, place of birth, date of birth, particulars on the marriages of both spouses, the alleged grounds for divorce and award of custody of dependant children. These records are obtained from the Central Divorce Registry of the Department of Justice, for statistical purposes. All requests for information relating to an individual's divorce should be directed to the Central Divorce Registry of the Department of Justice. Any requests received by Statistics Canada will be transferred to that department. This information, collected annually, relates to all spouses in Canada for whom a decree absolute has been issued. The purpose of this bank is to produce data on divorce in Canada, including characteristics of the parties, number of dependants involved, alleged grounds for divorce and comparative rates for selected countries. The files are retained for 100 years.

STC/P-PU-045
Dental Hygienists Database

This bank contains socio-economic and demographic data on licensed/ qualified dental hygienists. Variables include highest level of education, school years and place of graduation, type of employer, percentage of time spent in dental hygiene activities and numerically coded place of residence and employment. The files are not identified by a name but by a national registration number. The last survey was completed in 1983. This information, collected annually, relates to licensed or qualified dental hygienists. The purpose of this bank is to produce statistical data on the socio-economic and demographic characteristics of dental hygienists qualified to practise, and reside in Canada, and to provide information to manpower planning groups and other users as a source of data for analysis and special studies. The files are retained for 25 years.

STC/P-PU-050
Registered Nurses Database

This bank contains socio-economic and demographic data obtained from provincial nurses associations on registered nurses licensed to practice in Canada. The information includes basic and post-basic nursing education, year and location of graduation, activity status, type of employer, position and numerically coded location of residence and employment. The files are identified by a provincial registration number. This information, collected annually, relates to registered nurses licensed to practice in Canada. The purpose of this bank is to produce data on nursing manpower. These data, along with data relating to other health occupations, provide a source of national health manpower data used by planning groups and other users for analysis and special studies. The files are retained for 25 years.

STC/P-PU-055
Hospital Morbidity

This data bank contains information obtained from general and allied special hospitals in Canada on patients that they have discharged. The files are identified by a number assigned by the hospital and contain demographic information of the patient such as age, sex, diagnosis, surgical operations, length of stay, condition of discharge, residence of the patient etc. The files are identified by a patient number to which Statistics Canada does not have the key. This information, collected annually, relates to patients that have been discharged from general and allied special hospitals in Canada. The purpose of this bank is to provide national hospital morbidity statistics, including number of patients discharged from general and allied special hospitals, average length of stay, and causes of hospitalization. The files are retained for 100 years.

STC/P-PU-060
Canadian Renal Failure Register

The information in this bank is provided by reports from hospital dialysis and transplantation centres, about all new patients starting treatment for chronic renal failure. Basic information includes the name of patient, socio-demographic characteristics of the patient, diagnostic and treatment information. This information, collected annually, relates to patients starting treatment for chronic renal failure. The purpose of this bank is to access the number of cases under treatment and to produce data to be used in evaluating the efficiency of the treatment modes. The files are retained for 100 years.

STC/P-PU-065
National Cancer Incidence Reporting System

The information in this bank is provided by the 10 provincial cancer registries and health authorities responsible for cancer registration in the Yukon and Northwest Territories. The information relates to each newly diagnosed case of primary cancer and includes the name of the person with cancer, socio-demographic characteristics of the person, and diagnostic information. This information, collected annually, relates to all individuals diagnosed as having primary cancer as reported to provincial tumour registries. The purpose of this bank is to provide input into the production of data relating to the counts of new cases of cancer reported to provincial tumour registries by site or tumour, age, sex and method of diagnosis. These data are to provide a large base of information for the study of variations in cancer incidence by person characteristics and geographic region and to allow the monitoring of trends in cancer incidence over time. The files are retained for 100 years.

STC/P-PU-070
Tuberculosis Database

This bank contains information provided by provincial tuberculosis registries relating to the socio-demographic characteristics of the patient, diagnostic information and treatment history. This information, collected annually, relates to individuals with new or reactivated cases of tuberculosis. Tuberculosis still is an infectious disease of major concern in Canada and it is essential to continue to place before the health professions reliable and easily interpretable information with regard to tuberculosis. The purpose of this bank, therefore, is to produce data on the incidence of tuberculosis, including numbers of admissions, discharges and deaths of patients and patients in institutions classified by medical, social and personal characteristics. The files are retained for 100 years.

STC/P-PU-075
Canada Health Survey

This bank contains information obtained from the Canada Health Survey, including demographic data, health status, health consequence and risk factor information as well as anthropometric measurements and blood test analyses. This information relates to individuals in Canada responding to the Canada Health Survey conducted during 1978 and 1979 by Health and Welfare Canada and Statistics Canada. The purpose of this bank is to produce data relating to the health of Canadians including alcohol and tobacco use, activity and fitness, seatbelt use, immune status, health problems and disability, emotional health, blood pressure, health services and medication. The data serve as input to the planning of health care, health promotion and disease prevention by governments and others. The records are scheduled to be retained for 25 years.

STC/P-PU-076
Long Term Medical Follow-up Study Files

The Long-Term Medical Study Files are comprised of information from two sources: input study files from groups outside of Statistics Canada, and the Mortality Database which is part of the Integrated Vital Statistics Database STC/P-PU-035 maintained by Health Division. The input files contain records of individuals which have been supplied by employers, unions, health surveys or other research groups. These input files are then matched to the Mortality Database to provide information on date, cause and place of death. The input study files may contain from several hundred to many hundreds of thousands of records depending on the size of the study group. Individual identifying information includes names, birthdate, birthplace and place of residence. The name of the individual's parents or spouse may also be included where this information is required to confirm the validity of a linkage. The input study file and the file containing the death records to which the study file records were linked are kept separately. An identification number is present on both files which can bring corresponding records together if necessary. The files are stored on passworded tapes in the Statistics Canada tape library. This database contains records of individuals who form part of population cohorts identified by employers, unions, health surveys, or other research groups. Health statistics, in general, are used to describe the state of health of the Canadian people and the occurrence of illnesses. In particular, these files are primarily used to provide researchers with data they need to compare the rates and causes of death in groups exposed to different levels or types of chemicals, diet, medical treatment, x-rays, disease, etc. This in turn gives information needed by policy makers to set appropriate levels of exposure to toxic agents in occupational, environmental and medical settings. The files are generally retained for a minimum of five years.

Education, Culture and Tourism Division

STC/P-PU-080
Elementary-Secondary Teacher Database

This bank contains information relating to the salary, qualifications, experience and teaching assignment of individuals who form part of the educational staff employed full or part-time in public elementary-secondary schools for all provinces, except Québec. The purpose of this bank is to produce statistical information relating to full-time school instructional and administrative staff at the elementary/secondary school level in all provinces according to salary level, experience, years of education approved for salary purposes, tenure and age. The files are to be retained for 55 years.

STC/P-PU-085
Post-secondary Teacher Database

This bank contains information relating to the salary, qualifications, age, sex, immigration status, citizenship and discipline taught. There are no names in this data bank. Consequently, the number assigned to the individual by the institution is required for retrieval purposes, as well as the name of the institution and the year(s) the individual has taught at that institution. This bank is an annual census of all educational staff employed on a full-time basis in universities and other post-secondary institutions for all provinces. The purpose of this bank is to produce statistical information relating to the population and salaries of full-time teachers, broken down into three distinct sections: salaries, age and qualification characteristics, and social and other characteristics. The files are to be retained for 55 years.

STC/P-PU-090
University Student Data Bank

The information in this bank is obtained from the administrative files of Canadian universities. It includes demographic data, and information relating to the individual's activities as a student, such as degree sought, discipline or specialization, etc. There are no names in this data bank. Consequently, the number assigned to the individual by the institution is required for retrieval purposes as well as the name of the institution and the year(s) the individual has studied at that institution. This bank contains annual information on full-time and part-time students enrolled in a Canadian university. The purpose of this bank is to produce statistical information on winter session undergraduate and graduate enrolment by province, institution, faculty and sex. The files are to be retained for 55 years.

STC/P-PU-095
Post-secondary Student Survey

The survey population for the 1984 Post-secondary Student Survey (approximately 944,000 individuals) was provided by the registrars of post-secondary institutions and included the name, address, telephone number and registration characteristics of all students registered in a regular credit course during the fall term of the 1983-84 school year. A sample of 64,000 individuals was selected for the survey from this population. A total of 45,000 responses were received. The survey sought information relating to the current education, other education and employment of the respondent, as well as background characteristics. It also collected information with respect to how the respondents financed their education. This information relates to all students registered for credit courses in Canadian universities and community colleges or equivalent institutions at the time of the survey. The purpose of the Post-Secondary Student Survey is to provide comprehensive data on those who attend post-secondary institutions in Canada, their fields and levels of study, and how they finance their post-secondary education. The data will provide a basis for the analysis of such issues as accessibility to post-secondary education in Canada. The retention standards have not been established.

STC/P-PU-100
National Graduates Survey

The sample for the 1984 National Graduates Survey was selected from lists of 1982 graduates obtained from colleges, universities and vocational schools in Canada. These lists contained information relating to approximately 220,000 individuals and included the name, address, telephone number and student identification number of each individual. Approximately 50,000 persons were selected to be surveyed and, of these, approximately 36,000 responded. The survey collected information relating to the post-secondary studies, work and other experiences before post-secondary studies and general information relating to the respondent (e.g., age, marital status and language). At the same time, information was collected concerning salary levels two years after graduation, the amount of employment and unemployment experienced during the first two years, the occupation and industry of employment, the relationship between field of study and occupation, and the geographical destination of graduates. This information relates to graduates from vocational, college and university programs in calendar year 1982. The purpose of this bank is to produce statistical information which is used to monitor the experiences of vocational, college and university graduates in the transition from school to work, and to provide general information to students, educational planners, labour analysts and the general public on this transition; to provide information required by analysts developing occupational supply and demand projections models, conducting related studies of supply/demand imbalances in the labour market; to provide a subjective assessment of graduates' level of satisfaction in a number of areas; where appropriate, to determine to what extent employment is related, partially related or unrelated to the field of graduation; to compare the employment experiences of 1976 graduates in 1978 with those of 1982 graduates in 1984; to determine to what extent the retraining of persons with considerable work experience has become a major activity, particularly in vocational schools and colleges, and to assess if the retraining results in a career change and related employment; and to determine the amount and direction of inter-provincial movement of graduates of various types. Retention standards have not been established.

Administration

STC/P-PU-105
Personal Service Contract Bank
Description: This bank contains the contracts, an evaluation of the work performed by the contractor, records of payments and related correspondence. It may also contain the curricula vitae and social insurance numbers of some individual contractors.
Class of Individuals: This information relates to all individuals who have submitted a successful bid for a contract.
Purpose: The purpose of this database is to maintain a record of personal service contracts awarded.
Retention and Disposal Standards: Unless renewed, contract files are kept for six years after completion of service.
Related to COR: STC/FIN-635
TBS Registration Number: 001175

STC/P-PU-110
Inventory of Requests Made Under the Access to Information and Privacy Acts
Description: The bank contains case files which include the request forms or letters sent by individuals requesting formal access to their files or other files controlled by Statistics Canada, the replies to such requests and information relating to their processing.
Class of Individuals: All individuals who have applied, under the *Access to Information Act* or *Privacy Act*, for access to information controlled by Statistics Canada.
Purpose: The purpose of this bank is to maintain a record of all requests received under the *Access to Information Act* and *Privacy Act*. The information is used for processing requests only, and to prepare reports for Treasury Board and Parliament on the number of requests received.
Retention and Disposal Standards: Files will be kept for two years.
Related to COR: STC/DAC-620
TBS Registration Number: 001176

Classes of Personal Information

Business Statistics

The business database contains information which relates to the major industrial and services sectors of the economy. The information is obtained from establishments within companies through surveys and from administrative records. It is used to describe the whole range of business activity in Canada, the goods and services produced, the cost structure of each industry and the location of industrial activity. It measures the kind and quality of goods produced, the costs of materials, labour and capital employed and the prices of both material and final products. The information is also a vital input to the System of National Accounts.

As some of the businesses surveyed are unincorporated, there is personal information in this data base relating to owners of unincorporated businesses who can be identified by a social insurance number. The following components of the business data bank may contain personal information in respect of unincorporated businesses: **Industry:** This component contains cost structure information, material input and commodity output data for manufacturing and logging industries and for the forestry, mining, energy, resource and manufacturing sectors. It also contains organizational, operational, financial, labour and capital expenditure information for general and trade contractors. As well, information is held on the activities of retail businesses and wholesale trade including the sales, inventories and operating data. **Transportation:** These files contain financial, operational and traffic information relating to air carriers, passenger buses, and for-hire and private trucking. **Labour:** The files contain information on the employment of labour by small businesses. They also contain information on personal characteristics of the population benefiting from unemployment insurance, and on individuals starting and terminating benefit periods.

Informatics and Methodology

The mandate of the Administrative Data Development Division is to study and develop methods and approaches to explore the statistical potential of administrative data files from other federal or provincial institutions for small area social statistics and as an alternative or complement to direct data collection through censuses or surveys. The division maintains a number of databases containing personal information which has been obtained from administrative sources. However, whereas the Department that originally collected the data maintains the files in a manner which permits retrieval by name or other identifier, Statistics Canada classifies the data on a geographical basis which permits the production of data for very small areas, within the constraints of confidentiality.

Following is a description of the classes of personal information maintained by the division: **Unemployment Insurance Monthly Beneficiary Database:** This database contains information on every person who qualified for at least $1.00 of benefits in the third week of the month. The number of records per month varies between 500,000 and 1 million over the course of a year. Persons who collect special benefits such as sickness and maternity benefits are included in the database. The contents include the social insurance number, demographic information and information on occupation. The records are retained for 20 years. **Personal Income Tax Database:** This is an annual database of all persons who file income tax returns for each tax (calendar) year. The information is obtained from Revenue Canada. Coverage is about 80% of the Canadian population 16 years of age and over. It is lower for the young, the elderly and females and is close to 93% for males in the prime working ages (20-64). The contents of the file include the following: social insurance number, demographic information and information on income. The records are retained for 20 years. **Old Age Security Master File:** This is a file received once a year containing information on all persons receiving Old Age Security (including guaranteed income supplement) payments. The contents include social insurance number, demographic information, geographic information and limited income information. The records are retained for 20 years.

Household Surveys

The Household Surveys Division is responsible for a number of household surveys including surveys on family expenditures, household facilities and equipment, and incomes of Canadian families and individuals. In some cases, the name of an individual respondent is collected. In other cases, the respondent may be a household unit or a spending unit. In all cases, however, the information is maintained geographically and is not intended to be retrieved by name or other personal identifier.

Following is a description of the classes of personal information maintained by the division: **Survey of Consumer Finance:** This is an annual survey of households, conducted on a sample basis, designed to measure the distribution of income and to provide other yardsticks of the economic well-being of Canadian families and individuals. The records carry information on wages and salaries and other income, selected family and personal characteristics. To retrieve a record from this class of personal information, the requestor must provide the year he/she was surveyed and the precise address at the time of the survey. For those years when the survey is carried out in conjunction with the Labour Force Survey, it may be possible to locate records relating to an individual. However, for those years when it is conducted independent of the Labour Force Survey, after the processing cycle is complete and the questionnaires are destroyed (usually after one year), it would be necessary to provide certain personal characteristics such as age and sex to permit the identification of an individual in a household group. **Family Expenditure Survey:** The survey collects information, obtained by a sample survey of households, on expenditures by families and singles living in private households, covering their complete budgets. A primary use of the information is for reviewing and updating the weights for the Consumer Price Index. As with the other classes of personal information maintained by the agency, this information is not intended to be retrieved by name or other personal identifier. To retrieve a record from this class of personal information, the requestor must provide the year he/she was surveyed and the precise address at the time of the survey. This may permit the retrieval of the survey response, but in those cases where the spending unit represented in the response is a group rather than an individual person, it would be necessary to provide certain specific details of the individual requesting the record to permit the identification of that individual. This would include such personal characteristics as age, sex, and marital status.

Routine Correspondence and Other Subject Files

In the course of conducting the programs and activities of Statistics Canada, categories of personal information may be accumulated which are not contained in specific information banks described in this entry.

Such information includes enquiries, complaints and general correspondence which are stored as part of the general subject files and are not retrievable by any personal identifier. This form of personal information is normally retrievable by means of specific information such as subject and/or date of communication.

The retention periods associated with this information are consistent with those associated with the general subject files wherein they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address requests for formal access to

Privacy Co-ordinator
26th Floor
R.H. Coats Building
Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 990-9759

PARTICULAR BANKS

STC/P-PE-801
Interviewer Selection/Performance Bank
Description: The bank contains application forms, results of interviews, written test results, conditions of employment, performance assessment documents and other related correspondence. Individuals seeking access to their records should address enquiries to the appropriate regional office.
Class of Individuals: Employees hired under the *Statistics Act*.
Purpose: The purpose of this bank is to provide administrative information for interviewer selections and performance evaluations.
Retention and Disposal Standards: PAC# = 85-001
Related to COR: STC/DAC-615
TBS Registration Number: 001155

STC/P-PE-802
Federal Investigative Body Requests (New)
Description: This bank contains a record of requests for disclosure to federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements, and a record of documentation which was released. The bank exists in accordance with section 8(4) of the *Privacy Act*. The potential for disclosure is limited to those data elements held in all personnel files. However, the actual data released would depend on the particular request.
Class of Individuals: Employees of Statistics Canada for whom a request to disclose information has been received from a federal investigative body or a provincial investigative body covered by federal/provincial agreements.
Purpose: This bank serves to record requests for disclosure of personal information relating to individuals who are current or former employees of Statistics Canada, received from federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements. This bank is used to allow the Privacy Commissioner to review such disclosures of personal information and to investigate complaints made by individuals.
Retention and Disposal Standards: Records are retained by the Access to Information and Privacy Offices for two years after the last administrative use.
PAC# = 78-001
Related to COR: STC/DAC-615
TBS Registration Number: 001603

STANDARD BANKS

The following banks are located at headquarters and in the regions.

STC/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of recruitment, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and

diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 001156

STC/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001157

STC/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001158

STC/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garrishment, Attachment and Pension Diversion Act*.
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 001159

STC/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.

PAC# = 85-001

TBS Registration Number: 001160

STC/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001161

STC/P-SE-907

Occupational Health and Safety

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.

PAC# = 85-001

TBS Registration Number: 001162

STC/P-SE-908

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.

Consistent Uses: To determine liability for such accidents and to approve damage settlements.

Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001163

STC/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001

TBS Registration Number: 001164

STC/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001

TBS Registration Number: 001165

STC/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001

TBS Registration Number: 001166

STC/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001

TBS Registration Number: 001167

STC/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001

TBS Registration Number: 001168

STC/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001

TBS Registration Number: 001169

STC/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public

Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001170

STC/P-SE-916
Employee Assistance
Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001171

STC/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 001172

STC/P-SE-918
Affirmative Action Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.
Class of Individuals: Departmental employees.
Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.
Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 001173

STC/P-SE-919
Personal Harassment
Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.
Consistent Uses: To support decisions on transfer and discipline of employees.
Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.
PAC# = 85-001
TBS Registration Number: 001174

OFFICE OF THE CO-ORDINATOR, STATUS OF WOMEN

Chapter 94

OFFICE OF THE CO-ORDINATOR, STATUS OF WOMEN

Background

In 1971, the position of Co-ordinator, Status of Women was set up within the Privy Council Office. In 1976, the Office became a department of the federal government by Order-in-Council.

The primary functions of the Status of Women Canada are to advise the Minister in carrying out his or her responsibilities; to monitor policy and program development in the federal government for its impact on women; and to liaise with provincial governments, non-government organizations and international organizations, in order to maintain an awareness of their activities.

Access Procedures

All enquiries related to access to personal information under the *Privacy Act* should be directed to

Privacy Co-ordinator
Status of Women Canada
151 Sparks Street, 10th Floor
Ottawa, Ontario
K1A 1C3
Telephone: (613) 995-7835

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

OSW/P-PU-005
Talent Bank
Description: This bank contains the names and curricula vitae of potential female candidates for government boards, commissions, task forces, etc. The information is classified by experience and/or educational background.
Class of Individuals: General public.
Purpose: This bank has been established informally to respond to ministerial requests for names of women qualified to be appointed to government boards, commissions, task forces, etc. The Parliamentary Relations Unit of Status of Women has the responsibility of acquiring appropriate names and personal data for this bank. These names and curricula vitae, are acquired from the participants, from recommendations of women's organizations, and from interested individuals. Information acquired is used by the Minister to forward to colleagues when appointments are pending or being discussed.
Retention and Disposal Standards: Three to five years.
PAC# = 84-004
TBS Registration Number: 000573

Classes of Personal Information

In the course of conducting its activities, Status of Women Canada accumulates categories of personal information which are stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. Such personal information may have been accumulated in the process of handling such complaints and enquiries as are made to the Minister and the Department. Due to the special nature of the Department's activities, these personal complaints and enquiries are usually forwarded to the appropriate department for individual assistance. The Department handles policy and program issues, but not personal program delivery matters. This form of personal information is normally retrievable only if specifics are provided concerning the issue of complaint, and the date and name of complainant. All issues dealing with federal government legislation, policies and programs as they impact on women are included.

The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to the Privacy Co-ordinator at the address given above in this chapter.

STANDARD BANKS

OSW/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The

information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000574

OSW/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000575

OSW/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000576

OSW/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000577

OSW/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 000578

OSW/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also

contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000579

OSW/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000580

OSW/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

PAC# = 85-001

TBS Registration Number: 000581

OSW/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000582

OSW/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 000583

OSW/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

Class of Individuals: Employees of government institutions.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance This impacts on a current public officer's ability to deal with the former public servant.

Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000584

OSW/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 000585

THE ST. LAWRENCE SEAWAY AUTHORITY

Chapter 95

THE ST. LAWRENCE SEAWAY AUTHORITY

Background

The St. Lawrence Seaway Authority was established in 1954 by the *St. Lawrence Seaway Authority Act*, and is designated a proprietary corporation (Schedule C, Part I) within the meaning and purpose of the *Financial Administration Act*.

Overall Responsibilities

The Authority was incorporated for the purpose of

- acquiring lands for and constructing, maintaining and operating all such works as may be necessary to provide and maintain, in Canada or in conjunction with works undertaken by an appropriate authority in the United States, a deep waterway between the Port of Montréal and Lake Erie;
- constructing, maintaining, and operating all such works in connection with such a deep waterway as the Governor-in-Council may deem necessary to fulfil any obligation undertaken pursuant to any present or future agreement;
- acquiring lands for, and constructing, maintaining and operating, alone, or jointly, or in conjunction with an appropriate authority in the United States, bridges connecting Canada with the United States as authorized by the incorporating Act, and in connection therewith, or as incidental thereto, acquiring with the approval of the Governor-in-Council, shares or property of any bridge company, and operating and managing bridges; and
- acquiring lands for, and constructing or otherwise acquiring, maintaining and operating such works or other property as the Governor-in-Council may deem to be necessarily incidental to works undertaken pursuant to the incorporating Act.

In support of the basic objective of the Canadian Marine Transportation Administration to provide safe and efficient facilities and services for waterborne commerce and marine operations, the objectives of the St. Lawrence Seaway Authority are

- to provide, operate, and maintain an efficient deep waterway, assuring through navigation to the head of the lakes;
- to recover the costs to the Authority of operating the deep waterway;
- to develop and enforce regulations and standards to ensure safe and efficient movement of marine traffic, proper supervision and control of vessel operations and protection of the environment;
- to assess on a continuous basis the need for improvements to the Seaway.

The incorporating Act confers powers upon the Authority commensurate with these purposes, including the power to borrow money and to produce revenue by levying tolls for the use of the deep waterway.

The Authority has operating responsibility for thirteen locks in two canal sections, and operates numerous tunnels, bridges and ancillary structures. For operational and management purposes, the deep waterway is divided into two sections.

The Montréal — Lake Ontario section includes seven locks and raises marine traffic a total of 68 meters. Five of the locks are located in Canada while two are in the United States. The latter are operated and maintained by the United States Saint Lawrence Seaway Development Corporation.

The Welland Canal section includes eight locks between Lake Ontario and Lake Erie, three of which are twinned, and which raises marine traffic a total of 99 meters. This section was transferred from the Department of Transport to the Authority in 1959 and deemed to be part of the deep waterway system.

The three members of the Authority as well as its legal services, corporate planning, and planning and development, are located in Ottawa. Central services, located in Cornwall, Ontario, include operations and maintenance, personnel and administration, as well as finance. The headquarters of the eastern section, which extends from Montréal to Lake Ontario, is in St. Lambert, Québec. The Engineering Services Branch is also located there. The Western Section, which operates the Canadian-owned Welland Canal, is at St. Catharines, Ontario.

Access Procedures

Enquiries and requests for access to personal information should be addressed to

Privacy Co-ordinator
The St. Lawrence Seaway Authority
Place de Ville, Tower A
320 Queen Street
Ottawa, Ontario
K1R 5A3

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

SLS/P-PU-005

Claim, Accident Files

Description: This bank includes accident, investigation and claim reports, names and addresses of individuals or firms lodging claims, or the names of persons involved in accidents. This bank is maintained on a regional basis. The information is used for reference purposes. Access to this bank will require name, address and description of the accident or the reason for the claim.
Class of Individuals: Marine crews, general public, employees.
Purpose: The purpose of this bank is to maintain information relating to claims by or against the Authority, debts due to or owed by the Authority for damages or remuneration for losses suffered or incurred, motor vehicle accidents, equipment and property damages, fatalities and injuries occurring to individuals, marine crew injuries and fatalities.
Retention and Disposal Standards: Fatal accidents (other than staff) — four years; marine crew accidents — six years; motor vehicle accidents — two years. Retention period for claims/debts due to or against the Crown: amount to $1,000 — two years; in excess of $1,000 — five years.
PAC# = 72-019
TBS Registration Number: 000269

SLS/P-PU-010

Accounts Payable Files

Description: Files contain the names and address of firms, individuals, invoices for services rendered or products provided, detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers together with supporting documentation are maintained in hard copy and are filed by date of payment. Computerized information exists to record various expenses,

and such pertinent information as payment date, cheque number and date, name of supplier, submitted by suppliers or employees. Access to this bank will require name, address, and date of account.
Class of Individuals: Individuals, firms, employees.
Purpose: The purpose of this bank is to maintain information on the payment of accounts owing to firms or individuals for having provided a service or sold products to the Authority or for the payment of travel advances and the reimbursement of travel expenses to Authority employees.
Retention and Disposal Standards: Original accounts payable vouchers together with supporting documentation — seven years.
PAC# = 72-019
Related to COR: SLS/FAR-030
TBS Registration Number: 000270

SLS/P-PU-015

Accounts Receivable Files

Description: Files contain the names and addresses of firms, individuals, details of the amounts owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. Computerized information exists to summarize the amount owing and prepare billings. Access to this bank will require name and address.
Class of Individuals: Individuals, firms.
Purpose: The purpose of this bank is to maintain information on the recovery or payment of amounts of money owed to the Authority.
Retention and Disposal Standards: Six years.
PAC# = 72-019
Related to COR: SLS/FAR-030
TBS Registration Number: 000271

SLS/P-PU-020

Suppliers' Files

Description: The bank contains letters of solicitation, names, addresses of firms or individuals and information or literature describing the services or products available from the supplier. The bank is used to select suppliers and is maintained in manual and computerized formats. Access to this bank will require name and address.
Class of Individuals: Individuals, firms.
Purpose: The purpose of this bank is to maintain records on suppliers of services or products.
Retention and Disposal Standards: Five years.
PAC# = 72-019
TBS Registration Number: 000272

SLS/P-PU-025

Procurement Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract between the contractor and the Authority, correspondence and documentation for payment of the contract. Files are maintained on a regional basis. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.
Class of Individuals: Contracting firms.
Purpose: The purpose of this bank is to maintain information on the call and award of contracts for the supply of materials and equipment.
Consistent Uses: These files may be used for research purposes for future contract work.
Retention and Disposal Standards: General correspondence — ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work.
PAC# = 72-019
TBS Registration Number: 000273

SLS/P-PU-030

Construction Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisitions and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract between the contractor and the Authority, correspondence and documentation for payment of the contract. Files are maintained on a regional basis. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.
Class of Individuals: Firms.
Purpose: The purpose of this bank is to maintain information on the call and award of contracts for construction projects.
Consistent Uses: These files may be used for research purposes for future contract work.
Retention and Disposal Standards: General correspondence — ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work.
PAC# = 72-019
TBS Registration Number: 000274

SLS/P-PU-035

Purchase Orders and Tender Files

Description: Files may contain a requisition for the item, specifications or brochure describing the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tender submitted, documentation awarding the purchase order, delivery follow-up and price escalation correspondence. Access to this bank will require name, address and purchase order number.
Class of Individuals: Firms.
Purpose: The purpose of this bank is to maintain information on the call and award of orders for the purchase or supply of commodities, materials and equipment.
Consistent Uses: These files may be used as research for future purchase requirements.
Retention and Disposal Standards: Five years.
PAC# = 72-019
TBS Registration Number: 000275

SLS/P-PU-040

Professional Service Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract between contractor and the Authority, correspondence and documentation for payment of the contract. Files are maintained on a regional basis. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the call and award of contracts for the supply of professional services such as consulting, engineering, design, legal and inspection services.
Consistent Uses: These files may be used for research purposes for future contract work.
Retention and Disposal Standards: General correspondence — ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future

contract work.
PAC# = 72-019
TBS Registration Number: 000276

SLS/P-PU-045
Service Contract Files
Description: Files may contain a requisition for the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, and a signed contract between the contractor and the Authority. Files are maintained on a regional basis. It should be noted that the filing sequence is numerical by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.
Class of Individuals: Firms.
Purpose: The purpose of this bank is to maintain information on the call and award of contracts for the supply of services such a janitorial, security, grass cutting, reproduction, laboratory testing, snow removal, courier services and power supply services.
Consistent Uses: These files may be used as research for future contract work.
Retention and Disposal Standards: Five years.
PAC# = 72-019
TBS Registration Number: 000277

SLS/P-PU-050
Letters Patent Files
Description: This bank contains information relating to the request to purchase, authorization to sell, description of the property, appraisal report, sale price, name and address of purchaser, as well as a copy of the letters patent document. This bank is maintained on a regional basis, the filing sequence being by document number with the name of the purchaser appearing on the file cover. The information is used for reference purposes. Access to this bank will require name, address and document number.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the sale or conveyance of land, together with any building that might be located thereon, to individuals or firms.
Retention and Disposal Standards: Files are retained indefinitely.
PAC# = 72-019
TBS Registration Number: 000278

SLS/P-PU-055
Deed Files
Description: This bank contains information relating to property to be expropriated or purchased, appraisal report, name and address of person or firm from whom the property was obtained as well as a copy of the purchase document. This bank is maintained on a regional basis, the filing sequence being by document number with name of the seller appearing on the file cover. The information is used for reference purposes. Access to this bank will require name, address and document number.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the acquisition of land, together with any building that might be located thereon, by the Authority through expropriation or purchase.
Retention and Disposal Standards: Files are retained indefinitely.
PAC# = 72-019
TBS Registration Number: 000279

SLS/P-PU-060
Lease, Licence Files
Description: This bank contains information relating to the property or services to be leased or licensed, request for lease or licence, name and address of person or firm leasing or licensing, appraisal report, establishment of amount of rental as well as a copy of the document. This bank is maintained on a regional basis, the filing sequence being by document number with the name of lessee or licensee appearing on the file cover. The information contained in this bank is used for reference purposes. Access to this bank will require name, address and document number.
Class of Individuals: Firms, individuals, employees.
Purpose: The purpose of this bank is to maintain information on the leasing or licensing of land, buildings, office accommodation, parking facilities, water power or water supply to or from the Authority.
Retention and Disposal Standards: Twenty years after cancellation of privilege.
PAC# = 72-019
TBS Registration Number: 000280

SLS/P-PU-065
Easement Files
Description: This bank contains information relating to granting of the easement, request for a privilege, name and address of person or firm granting or obtaining the easement, establishment of a fee as well as a copy of the document. This bank is maintained on a regional basis, the filing sequence being by document number with the name of the firm or individual appearing on the file cover. The information contained in this bank is used for reference purposes. Access to this bank will require name, address and document number.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the granting of easements to or from the Authority for such privileges as drainage purposes, powerline, pipeline and communication line crossing purposes.
Retention and Disposal Standards: Files are retained for three years after expiry of privilege involved.
PAC# = 72-019
TBS Registration Number: 000281

SLS/P-PU-066
Application for Employment (New)
Description: This bank contains completed employment application forms, résumés, letters of reference and replies to applications.
Class of Individuals: Individuals seeking employment.
Purpose: This bank exists to retain applications for employment.
Consistent Uses: To support decisions regarding the referral of candidates for staffing purposes.
Retention and Disposal Standards: Files are retained for two years from date of receipt.
PAC# = 72-019
TBS Registration Number: 001600

Classes of Personal Information

Purchasing Section

In the course of conducting the programs and activities of the Purchasing Section, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information includes surplus assets files containing information on the disposal of surplus materiel and equipment, including the declaring of surplus assets, the location of assets, the names and addresses of purchasers and pertinent sales documentation, stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This class is maintained on a regional basis. This form of personal information is normally retrievable only if specifics are provided concerning the surplus declaration number and a description of the surplus assets.

The retention period for surplus assets files is two years after disposal.

Headquarters and Regional Operations

In the course of conducting the programs and activities of the Headquarters and Regional Operations Sections, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information includes reports completed by ships' captains or pilots as required, and reports by Authority employees making reference to ships' captains or pilots. Such reports are included on ship history files containing accident, incident, violation, inspection and delay reports on specific ships, stored as part of the general files where records are not normally retrieved by name of individual or other personal identifier. The files are used for reference purposes and the personal information contained therein could be used to assess liability. This form of personal information is normally retrievable only if specifics are provided concerning the name of the ship and date of occurrence of the event.

The retention period for these classes of personal information is controlled by the records schedules of the general subject files in which they are stored.

THE SEAWAY INTERNATIONAL BRIDGE CORPORATION, LTD.

Background

The Seaway International Bridge Corporation, Ltd., successor to the Cornwall International Bridge Company, Ltd., was incorporated by Letter Patent under the *Canada Companies Act* on November 13, 1962, and received its Certificate of Continuance under the new *Canada Business Corporations Act* on February 20, 1980.

The company, whose head office is located in Cornwall, Ontario, operates and manages an international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, on behalf of the owners — the St. Lawrence Seaway Authority of Canada and the United States Saint Lawrence Seaway Development Corporation.

Access Procedures

Enquiries and requests for access to personal information should be addressed to

Privacy Co-ordinator
The Seaway International Bridge Corporation, Ltd.
c/o The St. Lawrence Seaway Authority
Place de Ville, Tower A
320 Queen Street
Ottawa, Ontario
K1R 5A3

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

SLS/P-PU-070
Claim, Accident Files
Description: This bank includes, accident, investigation and claim reports, names and addresses of individuals or firms lodging claims or the names of persons involved in accidents. The information is used for reference purposes. Access to this bank will require name, address and description of the accident or the reason for the claim.
Class of Individuals: Individuals, firms.
Purpose: The purpose of this bank is to maintain information relating to claims by or against the Corporation, debts due to or owed by the Corporation for damages, or remuneration for losses suffered or incurred, motor vehicle accidents, equipment and property damages, fatalities and injuries occurring to individuals.
Retention and Disposal Standards: Fatal accidents (other than staff) — four years; motor vehicle accidents — two years. Claims/debts due to or against the Crown to the amount $1,000 — two years; in excess of $1,000 — five years.
PAC# = 72-019
TBS Registration Number: 000282

SLS/P-PU-075
Accounts Payable Files
Description: Files contain the names and addresses of firms and individuals, invoices for services rendered or products provided, detailing the amount owing, and any supporting documentation to substantiate the account. Original accounts payable vouchers together with supporting documentation are maintained in hard copy and are filed by date of payment. Access to this bank will require name, address and date of account.
Class of Individuals: Individuals, firms, employees.
Purpose: The purpose of this bank is to maintain information on the payment of accounts owing to firms or individuals for having provided services or sold products to the Corporation, or for the payment of travel advances and the reimbursement of travel expenses to Corporation employees.
Retention and Disposal Standards: Original accounts payable vouchers together with supporting documentation — seven years.
PAC# = 72-019
Related to COR: SLS/FAR-030
TBS Registration Number: 000283

SLS/P-PU-080
Accounts Receivable Files
Description: Files contain the names and addresses of firms, individuals, details of the amounts owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. Access to the bank will require name and address.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the recovery or payment of monies owing to the corporation.
Retention and Disposal Standards: Six years.
PAC# = 72-019
Related to COR: SLS/FAR-030
TBS Registration Number: 000284

SLS/P-PU-085
Procurement Contract Files
Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract between the contractor and the corporation, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.
Class of Individuals: Firms.
Purpose: The purpose of this bank is to maintain information on the call and award of contracts for the supply of materials and equipment.
Consistent Uses: These files may be used for research purposes for future contract work.
Retention and Disposal Standards: General correspondence — ten years. A consolidated file of certain essential engineering information

for each contract is retained indefinitely for research for future contract work.
PAC# = 72-019
TBS Registration Number: 000285

SLS/P-PU-090

Construction Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.
Class of Individuals: Firms.
Purpose: The purpose of this bank is to maintain information on the call and award of contracts for contruction projects.
Consistent Uses: These files may be used for research purposes for future contract work.
Retention and Disposal Standards: General correspondence — ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for future contract work.
PAC# = 72-019
TBS Registration Number: 000286

SLS/P-PU-095

Purchase Orders and Tender Files

Description: Files may contain a requisition for the item, specifications or brochure describing the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tender submitted, documentation awarding the purchase order, delivery follow-up and price escalation correspondence. Access to this bank will require name, address and purchase order number.
Class of Individuals: Firms.
Purpose: The purpose of this bank is to maintain information on the call and award of orders for the purchase or supply of commodities, materials and equipment.
Consistent Uses: These files may be used as research for future purchase requirements.
Retention and Disposal Standards: Five years.
PAC# = 72-019
TBS Registration Number: 000287

SLS/P-PU-100

Professional Service Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the call and award of contracts for the supply of professional services such as consulting, engineering, design, legal and inspection services.
Consistent Uses: These files may be used for research purposes for future contract work.
Retention and Disposal Standards: General correspondence — ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work.
PAC# = 72-019
TBS Registration Number: 000288

SLS/P-PU-105

Deed Files

Description: This bank contains information relating to property to be expropriated or purchased, appraisal reports, name and address of person or firm from whom the property was obtained as well as a copy of the purchase document. The filing sequence is by document number with name of the seller appearing on the file cover. The information is used for reference purposes. Access to this bank will require name, address and document number.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the corporation's acquisition of land, through expropriation or purchase, and any buildings that might be located thereon.
Retention and Disposal Standards: Files are retained indefinitely.
PAC# = 72-019
TBS Registration Number: 000289

SLS/P-PU-110

Lease, Licence Files

Description: This bank contains information relating to the property or services to be leased or licensed, request for lease or licence, name and address of person or firm leasing or licensing, appraisal report, establishment of amount of rental as well as a copy of the document. The filing sequence is by document number with the name of lessee or licensee appearing on the file cover. The information contained in this bank is used for reference purposes. Access to this bank will require name, address and document number.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the leasing or licensing of land, buildings, office accommodation, parking facilities to or from the corporation.
Retention and Disposal Standards: Twenty years after cancellation of privilege.
PAC# = 72-019
TBS Registration Number: 000290

SLS/P-PU-115

Easement Files

Description: This bank contains information relating to the granting of easement, request for a privilege, name and address of person or firm granting or obtaining the easement, establishment of a fee as well as a copy of the document. The filing sequence is by document number with the name of the firm or individual appearing on the file cover. The information contained in this bank is used for reference purposes. Access to this bank will require name, address and document number.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the granting of easements to or from the corporation for such privileges as drainage purposes, powerline, pipeline and communication line crossing purposes.
Retention and Disposal Standards: Files are retained for three years after expiry of privilege involved.
PAC# = 72-019
TBS Registration Number: 000291

SLS/P-PU-120

Bridge Passes

Description: A record of the names of individuals, to whom a bridge pass has been issued and pass usage. This bank is computerized. Access to this bank will require name.
Class of Individuals: Firms, employees, individuals, reserve inhabitants.

Purpose: To maintain a record of names of individuals to whom a bridge pass has been issued and pass usage.
Retention and Disposal Standards: Five years after cancellation or non-renewal.
PAC# = 72-019
TBS Registration Number: 000292

SLS/P-PU-121
Application for Employment (New)
Description: This bank contains completed employment application forms, résumés, letters of reference and replies to applications.
Class of Individuals: Individuals seeking employment.
Purpose: This bank exists to retain applications for employment.
Consistent Uses: To support decisions regarding the referral of candidates for staffing purposes.
Retention and Disposal Standards: Files are retained for two years from date of receipt.
PAC# = 72-019
TBS Registration Number: 001601

THE JACQUES CARTIER AND CHAMPLAIN BRIDGES INCORPORATED

Background

The Jacques Cartier and Champlain Bridges Incorporated was created for the purpose of managing, controlling, operating and maintaining the Jacques Cartier and Champlain bridges, including a portion of the Bonaventure Autoroute in Montréal.

The Jacques Cartier and Champlain Bridges Incorporated received its Certificate of Incorporation under the *Canada Business Corporations Act* on November 3, 1978. The administration and control of the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Autoroute in the Montréal area was transferred to this corporation from the National Harbours Board (Ports Canada) by virtue of Order-in-Council P.C. 1978-3139 dated October 12, 1978, as amended, effective December 1, 1978. The corporation's head office is located in Ottawa, Ontario and its chief place of business is at Longueuil, Québec.

The corporation was established to provide the public with a safe and efficient transit over the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Autoroute; and to provide this service while making every effort possible to make the bridges completely self-financing.

Specific objectives of the corporation are

- to continue the implementation of a program to maintain the bridges and autoroute at an acceptable standard;
- to ensure operational safety and efficient flow of traffic;
- to assess the need for improvements to the system and plan for their implementation;
- to develop a long-term financial plan and recommend to Cabinet a toll structure which will enable the Jacques Cartier and Champlain Bridges Incorporated to achieve financial self-sufficiency;
- to rationalize the capital structure of the corporation by seeking the deletion of its $111 million debt to the Crown; and
- to examine its personnel requirements on a continuing basis to assure the optimum utilization of human resources.

Access Procedures

Enquiries and requests for access to personal information should be addressed to

Privacy Co-ordinator
The Jacques Cartier and Champlain Bridges Incorporated
c/o The St. Lawrence Seaway Authority
Place de Ville, Tower A
320 Queen Street
Ottawa, Ontario
K1R 5A3

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

SLS/P-PU-125
Claim, Accident Files
Description: This bank includes accident, investigation and claim reports, names and addresses of individuals or firms lodging claims or the names of persons involved in accidents. The information is used for reference purposes. Access to this bank will require name, address and description of the reason for the claim or the accident.
Class of Individuals: Individuals, firms.
Purpose: The purpose of this bank is to maintain information relating claims by or against the corporation, debts due to or owed by the corporation for damages or remuneration for losses suffered or incurred, motor vehicle accidents, equipment and property damages, fatalities and injuries occurring to individuals.
Retention and Disposal Standards: Fatal accidents (other than staff) — four years; motor vehicle accidents — two years; claims/debts due to or against the Crown to amount of $1,000 — two years; in excess of $1,000.00 — five years.
PAC# = 72-019
TBS Registration Number: 000293

SLS/P-PU-130
Accounts Payable Files
Description: Files contain the names and addresses of firms and individuals; invoices for services rendered or products provided, detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers, together with supporting documentation, are maintained in hard copy and are filed by date of payment. Access to this bank will require name, address and date of account.
Class of Individuals: Individuals, firms, employees.
Purpose: The purpose of this bank is to maintain information on the payment of accounts owing to firms or individuals for having provided a service or sold products to the corporation or for the payment of travel advances and the reimbursement of travel expenses to corporation employees.
Retention and Disposal Standards: The retention period for original accounts payable vouchers, together with supporting documentation, is seven years.
PAC# = 72-019
Related to COR: SLS/FAR-030
TBS Registration Number: 000294

SLS/P-PU-135
Accounts Receivable Files
Description: Files contain the names and addresses of firms, individuals, details of the amounts owing and any supporting documentation to substantiate the account. Manual files exist to

maintain hard copy documentation. Access to this bank will require name and address.

Class of Individuals: Individuals, firms.

Purpose: The purpose of this bank is to maintain information on the recovery or payment of monies owing to the corporation.

Retention and Disposal Standards: Six years.

PAC# = 72-019

Related to COR: SLS/FAR-030

TBS Registration Number: 000295

SLS/P-PU-140

Suppliers' Files

Description: The bank contains letters of solicitation, names, addresses of firms or individuals and information or literature describing the services or products available from the supplier. The bank is used to select suppliers. Access to this bank will require name and address.

Class of Individuals: Individuals, firms.

Purpose: The purpose of this bank is to maintain records on suppliers of services or products.

Retention and Disposal Standards: Five years.

PAC# = 72-019

TBS Registration Number: 000296

SLS/P-PU-145

Purchase Orders and Tender Files

Description: Files may contain a requisition for the item, specifications or brochure describing the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tender submitted, documentation awarding the purchase order, delivery follow-up and price escalation correspondence. Access to this bank will require name, address and purchase order number.

Class of Individuals: Firms.

Purpose: The purpose of this bank is to maintain information on the call and award of orders for the purchase or supply of commodities, materials and equipment.

Consistent Uses: These files may be used as research for future purchase requirements.

Retention and Disposal Standards: Five years.

PAC# = 72-019

TBS Registration Number: 000297

SLS/P-PU-150

Construction, Maintenance and Repair Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.

Class of Individuals: Firms.

Purpose: The purpose of this bank is to maintain information on the call and award of contracts for construction projects.

Consistent Uses: These files may be used for research purposes for future contract work.

Retention and Disposal Standards: General correspondence — ten years.

PAC# = 79-019

TBS Registration Number: 000298

SLS/P-PU-155

Professional Service Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisitions and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.

Class of Individuals: Firms, individuals.

Purpose: The purpose of this bank is to maintain information on the call and award of contracts for the supply of professional services such as consulting, engineering, design, legal and inspection services.

Consistent Uses: These files may be used for research purposes for future contract work.

Retention and Disposal Standards: General correspondence — ten years.

PAC# = 72-019

TBS Registration Number: 000299

SLS/P-PU-160

Service Contract Files

Description: Files may contain a requisition for the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, and a signed contract. It should be noted that the filing sequence is numerical by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.

Class of Individuals: Firms.

Purpose: The purpose of this bank is to maintain information on the call and award of contracts for the supply of services such a janitorial, security, grass cutting, reproduction, laboratory testing, snow removal, courier and power supply services.

Consistent Uses: These files may be used as research for future contract work.

Retention and Disposal Standards: Five years.

PAC# = 72-019

TBS Registration Number: 000300

SLS/P-PU-165

Deed Files

Description: This bank contains information relating to property to be expropriated or purchased, appraisal report, name and address of person or firm from whom the property was obtained as well as a copy of the purchase document. The filing sequence being by document number with name of the seller appearing on the file cover. The information is used for reference purposes. Access to this bank will require name, address and document number.

Class of Individuals: Firms, individuals.

Purpose: The purpose of this bank is to maintain information on the corporation's acquisition of land, through expropriation or purchase, and any building that might be located thereon.

Retention and Disposal Standards: Files are retained indefinitely.

PAC# = 72-019

TBS Registration Number: 000301

SLS/P-PU-170

Easement Files

Description: This bank contains information relating to granting of the easement, request for a privilege, name and address of person or firm granting or obtaining the easement, establishment of a fee as well as a copy of the document. The filing sequence is by document number with the name of the firm or individual appearing on the file cover. The information contained in this bank is used for reference purposes. Access to this bank will require name, address and document number.

Class of Individuals: Firms, individuals.

Purpose: The purpose of this bank is to maintain information on the granting of easements to or from the corporation for such privileges as drainage purposes, powerline, pipeline and communication line crossing purposes.

Retention and Disposal Standards: Files are retained for three years after expiry of privilege involved.
PAC# = 72-019

TBS Registration Number: 000302

SLS/P-PU-175

Lease, Licence Files

Description: This bank contains information relating to the property or services to be leased or licensed, request for lease or licence, name and address of person or firm leasing or licensing, appraisal report, establishment of amount of rental as well as a copy of the document. The filing sequence is by document number with the name of the lessee or licensee appearing on the file cover. The information contained in this bank is used for reference purposes. Access to this bank will require name, address and document number.

Class of Individuals: Firms, individuals.

Purpose: The purpose of this bank is to maintain information on the leasing or licensing of land, buildings, office accommodation, parking facilities to or from the corporation.

Retention and Disposal Standards: Twenty years after cancellation of privilege.
PAC# = 72-019

TBS Registration Number: 000303

SLS/P-PU-180

Letters Patent Files

Description: This bank contains information relating to the request to purchase, authorization to sell, description of the property, appraisal report, sale price, name and address of purchaser, as well as a copy of the letters patent document. The filing sequence is by document number with the name of the purchaser appearing on the file cover. The information is used for reference purposes. Access to this bank will require name, address and document number.

Class of Individuals: Firms, individuals.

Purpose: The purpose of this bank is to maintain information on the sale or conveyance of land, together with any building that might be located thereon, to individuals or firms.

Retention and Disposal Standards: Files are retained indefinitely.
PAC# = 72-019

TBS Registration Number: 000304

SLS/P-PU-181

Application for Employment (New)

Description: This bank contains completed employment application forms, résumés, letters of reference and replies to applications.

Class of Individuals: Individuals seeking employment.

Purpose: This bank exists to retain applications for employment.

Consistent Uses: To support decisions regarding the referral of candidates for staffing purposes.

Retention and Disposal Standards: Files are retained for two years from date of receipt.
PAC# = 72-019

TBS Registration Number: 001602

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The Seaway International Bridge Corporation, Ltd. and the Jacques Cartier and Champlain Bridges Incorporated report to the St. Lawrence Seaway Authority and share common employee records.

PARTICULAR BANKS

SLS/P-PE-801

Bridge Passes

Description: The purpose of this bank is to maintain a record of the names of individuals, etc. to whom a bridge pass has been issued. The bank also records pass usage.

Class of Individuals: Employees.

Retention and Disposal Standards: Indefinite.

TBS Registration Number: 000641

SLS/P-PE-802

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

Consistent Uses: To support decisions on transfers, discipline and termination of employment.

Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001

TBS Registration Number: 000663

STANDARD BANKS

The following banks are located at headquarters and in the regions.

SLS/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment,

including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000642

SLS/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000643

SLS/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000644

SLS/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 000645

SLS/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 000646

SLS/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000647

SLS/P-SE-907

Occupational Health and Safety

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/ injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 000658

SLS/P-SE-908

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000659

SLS/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security

classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001

TBS Registration Number: 000650

SLS/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001

TBS Registration Number: 000651

SLS/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001

TBS Registration Number: 000660

SLS/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001

TBS Registration Number: 000661

SLS/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001

TBS Registration Number: 000662

SLS/P-SE-916

Employee Assistance

Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.

Consistent Uses: To support decisions regarding employee assistance measures.

Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001

TBS Registration Number: 000664

SLS/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Consistent Uses: To issue identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.

PAC# = 85-001

TBS Registration Number: 000665

SLS/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.

PAC# = 85-001

TBS Registration Number: 000666

SLS/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.

PAC# = 85-001

TBS Registration Number: 000667

DEPARTMENT OF SUPPLY AND SERVICES

Chapter 96

DEPARTMENT OF SUPPLY AND SERVICES

Overall Responsibilities

The Department of Supply and Services is the supply and accounting arm of the government and operates under two major programs. As a common service agency, the Department, through the Supply Program, acquires and provides goods and services in support of the operational programs of other federal government departments and agencies. Its activities include requirements definition; the acquisition of goods and services of a scientific, engineering and commercial nature; maintenance and repair; printing and publishing; traffic management; advertising management; security services; expositions; warehousing and distribution; assets managements; and disposal services.

The Services Program provides a broad range of administrative, management and advisory services to the government, including the administration of the Consolidated Revenue Fund and making payments from it; maintaining the accounts of Canada; operating the public service payroll and superannuation systems; and providing optional auditing, management consulting and certain accounting services to departments and agencies. The office of the custodian is administered within this program.

Access Procedures

Enquiries under the *Privacy Act* concerning departmental banks, as well as enquiries concerning the Custodian of Enemy Property, should be addressed to

Privacy Co-ordinator
Supply and Services Canada
Place du Portage, Phase III, 5B1
11 Laurier Street
Hull, Québec
K1A 1H2
Telephone: (819) 994-5077

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Supply Operations Sector

DSS/P-PU-005

Vendor Sourcing Records

Description: This bank contains business information such as financial data, indications of suppliers' manufacturing and distribution capabilities, lists of main products, equipment or services provided, and performance reports. It may also contain personal information such as personal histories and characteristics, education and performance of sole proprietors or partners.

Class of Individuals: Individual companies/suppliers who wish to do business with the Department.

Purpose: To identify potential suppliers' capabilities.

Retention and Disposal Standards: Five year retention period for automated records; two years for manual records.

PAC# = 68-048

TBS Registration Number: 001367

DSS/P-PU-010

Science Procurement Information Network (SPIN)

Description: This bank contains information on sources of research and development. The information held on companies contains data on their unique research and development facilities, long-range plans, production and marketing capabilities, financial statements, qualifications of firms' management and performance ratings of companies' work.

Class of Individuals: Consultants, professionals and scientific researchers.

Purpose: To select establishments to undertake contract work in the field of science and technology.

Retention and Disposal Standards: Inactive records are kept for five years. Active records are amended as appropriate.

PAC# = 69-048

TBS Registration Number: 001368

Finance and Administration Sector

DSS/P-PU-015

Industry Personnel Clearance Records

Description: This bank contains fingerprints, consent forms, oaths of secrecy, briefing forms, personnel history data, security clearance level and date, applicable correspondence and citizenship (if applicable).

Class of Individuals: Applicable Canadian industry personnel.

Purpose: To record security clearance data or applicable Canadian industry personnel.

Retention and Disposal Standards: Records are destroyed six years after date of clearance, if not renewed.

PAC# = 79-018

Related to COR: DSS/FAS-105

TBS Registration Number: 001369

Management and Operational Services

DSS/P-PU-020

Files of the Custodian

Description: The bank contains all relevant records and correspondence relating to the individuals whose assets were being administered.

Class of Individuals: Those persons whose assets were taken into custody during World Wars I and II.

Purpose: To record the transactions involving the Custodian and persons whose assets were taken into custody during World Wars I and II.

Retention and Disposal Standards: All records are to be referred to Public Archives for selective retention.

PAC# = 77-007

Related to COR: DSS/MOS-150

TBS Registration Number: 001370

DSS/P-PU-025

Private Sector Consultants Registered with the Bureau of Management Consultants

Description: This bank contains a record of consultants and consulting firms from the private sector who have requested registration with the Bureau of Management Consultants.

Class of Individuals: Consultants and consulting firms from the private sector.

Purpose: The information is for registration in order to be considered for work on consulting assignments with the bureau.

Retention and Disposal Standards: Records are updated every three years after date of receipt, or immediately when superseded.

PAC# = 78-001

Related to COR: DSS/MOS-155

TBS Registration Number: 001371

DEPARTMENT OF SUPPLY AND SERVICES

Departmental Corporate Secretary

DSS/P-PU-030

Access Request Data Bank

Description: This bank contains the access request forms sent by individuals requesting their files, the replies to such requests and information related to their processing.

Class of Individuals: All Canadian citizens.

Purpose: Used for processing access requests only and to report on the number of requests received and processed, quarterly and annually.

Retention and Disposal Standards: Records are destroyed two years after date of receipt.

PAC# = 78-001

TBS Registration Number: 001372

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

All official requests for information should be addressed to the Privacy Co-ordinator at the address given under Access Procedures.

CENTRAL BANKS

Regional Operations Sector

DSS/P-CE-701

Superannuation Annuitant System Database

Description: This bank contains the vital statistics of annuitants and survivors, data on the service deductions and recent cheques issued for federal public servants under the *Superannuation Act;* annuitants under old pension Acts and their survivors.

Class of Individuals: Former federal public servants and their survivors.

Purpose: Used to issue pension cheques to pensioners, to inform recipients of changed pension entitlements or deductions, and for statistical purposes.

Consistent Uses: The information contained in this bank may be used for statistical research purposes, and for planning, implementing and evaluating government personnel policies relating to pensions and superannuation.

Retention and Disposal Standards: Records are destroyed two years after all actions are completed.

PAC# = 78-001

TBS Registration Number: 001373

DSS/P-CE-702

Superannuation Hard Cover Files

Description: This bank contains instruments of appointment, vital statistics, documents, elections, notices, calculations correspondence, computer printouts, geographic location, pension and insurance benefits.

Class of Individuals: Active and former federal public servants under the *Public Service Superannuation Act* and about 50 annuitants under old pension Acts.

Purpose: To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits for both annuitants and survivors.

Retention and Disposal Standards: Records are destroyed two years after all actions are completed.

PAC# = 78-001

TBS Registration Number: 001374

DSS/P-CE-703

Insurance Application Cards

Description: This bank contains the locations, pay list numbers, dates of birth, coverage desired, superannuation numbers and names of dependents insured, for all federal government employees who are members of the various plans. In PSMIP, all persons receiving pensions are eligible. In Disability Insurance, cards are maintained only for optional participants.

Class of Individuals: All employees of the federal government who are members of the various plans.

Purpose: To provide coverage and support claims under the Group Hospital Medical Insurance Plan, the Public Services Management Insurance Plan (PSMIP), Long Term Disability Plan and the Disability Insurance Plan.

Retention and Disposal Standards: Records are destroyed one year after death of employee.

PAC# = 78-001

TBS Registration Number: 001375

STANDARD BANKS

The following banks are located at headquarters and in the regions.

DSS/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and

leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 001376

DSS/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001377

DSS/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001378

DSS/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 001379

DSS/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development

undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 001380

DSS/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001381

DSS/P-SE-907

Occupational Health and Safety

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC# = 85-001
TBS Registration Number: 001382

DSS/P-SE-908

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001383

DSS/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001384

DSS/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001385

DSS/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

PAC# = 85-001

TBS Registration Number: 001386

DSS/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001387

DSS/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 001388

DSS/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

PAC# = 85-001

TBS Registration Number: 001389

DSS/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

Class of Individuals: Employees of government institutions.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance This impacts on a current public officer's ability to deal with the former public servant.

Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment

plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001390

DSS/P-SE-916
Employee Assistance
Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001391

DSS/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 001392

TARIFF BOARD

Chapter 97

TARIFF BOARD

Background

The Tariff Board, made up of a chairman and six members, carries out one program consisting of two functions: to act as an independent commission of enquiry into matters on tariffs and trade, and to act as a quasi-judicial court of appeal.

In its role as a commission of enquiry, the Board undertakes specific trade and tariff studies at the request of the Minister of Finance. In conducting an enquiry, the Board invites the submission of briefs and holds public hearings at which the views of importers, manufacturers and consumers can be heard. Based upon those hearings and the work of its own research staff, the Board makes such recommendations on these matters as it deems appropriate.

In its role as a court, the Board hears appeals resulting from rulings by National Revenue, Customs and Excise on tariff classification, valuation of goods for customs purposes, and the federal sales tax. The Board's powers also include the hearing of appeals on charges levied on petroleum and petroleum products and on the exportation of any oils. Its rulings are appealable to the Federal Court and the Supreme Court.

The Tariff Board was established in 1931. Its authority to carry out enquiries and to hear appeals is provided for under the *Tariff Board Act*. Its role as a quasi-judicial court of appeal is further specified in the *Customs Act*, the *Excise Tax Act*, the *Anti-dumping Act* and the *Petroleum Administration Act*.

The statutory responsibility of the Board is to adjudicate upon appeals from rulings by the Department of National Revenue, Customs and Excise and to conduct enquiries referred by the Minister of Finance or the Governor-in-Council into matters affecting Canada's international trade.

Access Procedures

Any enquiries concerning access to personal information should be addressed to

Executive Assistant
Tariff Board
365 Laurier Avenue West (21st Floor)
Ottawa, Ontario
K1A 0G7
Telephone: (613) 996-8541

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct enquiries concerning the following banks to the address given above.

STANDARD BANKS

The following banks are located at headquarters.

TBD/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 000742

TBD/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test

results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The bank provides a record of the information used in staffing positions in a government institution.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000743

TBD/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000744

TBD/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

PAC# = 85-001

TBS Registration Number: 000745

TBD/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000746

TBD/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 000747

TAX REVIEW BOARD

Chapter 98

TAX REVIEW BOARD

Background

The Tax Review Board's name and mandate were changed in July 1983, and its functions are now performed by the Tax Court of Canada. The Tax Court of Canada is not subject to the *Privacy Act* or the *Access to Information Act*. However the personal information banks previously held by the Tax Review Board can be accessed by directing enquiries to the following address.

Access Procedures

Tax Court of Canada,
3rd Floor,
Centennial Towers,
200 Kent Street,
Ottawa, Ontario
K1A 0M1
Telephone: (613) 992-1704

Please refer to the Index to Personal Information (1983) for personal information banks previously held by the Tax Review Board.

TEXTILE AND CLOTHING BOARD

Chapter 99

TEXTILE AND CLOTHING BOARD

Background

Created by an Act of Parliament in May 1971 (19-20 Elizabeth II, Chap. 39), the Textile and Clothing Board is an independent body conducting inquiries to determine if imports of textile and clothing goods are causing or threatening serious injury to Canadian production; to examine adjustment plans of the producers affected; to recommend to the Minister of Regional Industrial Expansion whether special measures of protection against imports should be applied; and to monitor the effects of measures which have been applied. Administrative support for the Board is provided by the Department of Regional Industrial Expansion.

Access Procedures

All formal requests under the *Privacy Act* should be directed to:

Privacy Co-ordinator
Textile and Clothing Board
6th Floor
257 Slater Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 993-6336

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

TCB/P-PU-005
Access to Information and Privacy Requests (New)
Description: This bank contains requests submitted by individuals seeking access to information under the *Access to Information Act* and the *Privacy Act*, replies to such requests and information relating to their processing.
Class of Individuals: Individuals submitting requests for access to information under the *Access to Information Act* and the *Privacy Act*.
Purpose: The information is used to process formal access requests in accordance with the *Access to Information Act* and the *Privacy Act*.
Consistent Uses: This bank is also used to report to Treasury Board and to Parliament on access requests received under the *Access to Information Act* and the *Privacy Act*, to verify the identity of requestors and for purposes of consultations with other government institutions.
Retention and Disposal Standards: Retained for six years and then destroyed.
PAC# = 78-001
TBS Registration Number: 001606

TCB/P-PU-010
Applications for Employment (New)
Description: This bank serves as a reference for any applications for employment submitted by individuals directly to the Board. These requests usually consist of a covering letter, curriculum vitae and replies to such requests.
Class of Individuals: Individuals seeking employment with the Board.
Purpose: This bank is used to store applications for employment submitted by individuals seeking employment with the Board.
Retention and Disposal Standards: Individual applications are held for one year, then destroyed.
PAC# = 78-001
TBS Registration Number: 001607

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Since administrative support for the Board is provided by the Department of Regional Industrial Expansion, the latter maintains personnel records for Board employees as part of its own Personal Information Banks. For a detailed description of these banks, reference should be made to the entries for that Department. However, all official requests for access concerning Board employees should be directed to the Privacy Co-ordinator at the above address, and not to the DRIE Co-ordinator.

DEPARTMENT OF TRANSPORT

Chapter 100

Organization

The overall organizational structure of the Department of Transport (also called Transport Canada) is divided into two sectors: The Operations Sector which consists of the Aviation Group, the Airports Authority Group, Marine Group (including the Canadian Coast Guard, St. Lawrence Seaway Authority, Ports Canada, and the Pilotage Authorities) and the Surface Group (including Railways, Dangerous Goods and Road Safety); and the Corporate Sector which consists of the Policy and Co-ordination Group, the Personnel Group, the Finance Group, the Review Group, the Legal Group, and the Communications Group.

Access Procedures

Employee personal information banks are maintained in various personnel offices in the Department across Canada (see Personal Information Banks — Federal Employees). Enquiries from employees regarding access to personnel files should be addressed to the head of the local personnel unit. All enquiries from other individuals regarding access to Transport Canada's information banks should be addressed to

Privacy Co-ordinator
Transport Canada
Floor 26E (DS)
Tower C, Place de Ville
Ottawa, Ontario
K1A 0N5
Telephone: (613) 993-6161

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Aviation Group

DOT/P-PU-005

Aviation Licensing Database

Description: It contains personal characteristics, aviation training reports, routine medical reports, skills and licensing details on individual holders of civil aviation permits and licenses. Material on enforcement activities under the *Aeronautics Act*, and the Air Regulations and Air Navigation Orders is also included as well as occasional information related to enforcement under the Criminal Code.

Class of Individuals: Air pilots, aircraft maintenance engineers, flight engineers, air traffic controllers, flight navigators, applicants for licences.

Purpose: This bank is established to administer the issuance of Canadian Aviation Personnel licenses. It is used to monitor and control the issuance of licenses and permits.

Consistent Uses: Information on an individual's type of licence, ratings and validity date is released to the general public in response to a specific request.

Retention and Disposal Standards: Up to age 100 of licence holder.
PAC# = 80-029

Related to COR: DOT/DLC-095

TBS Registration Number: 001043

DOT/P-PU-010

Aircraft

Description: The bank contains the names and addresses of actual and previous owners of aircraft registered in Canada, copies of aircraft registration certificates, i.e. bills of sale, lease agreements, conditional sales contracts and other legal documentation which testify to the legal custody and control of aircraft, completed application forms for the registration of aircraft and customs declaration documents up to 1983 (customs declaration was no longer required after 1983 for the purpose of registering aircraft) and any correspondence between Transport Canada and anyone in regard to matters concerning the registration of aircraft.

Class of Individuals: Actual and previous Canadian registered owners of aircraft.

Purpose: This information is used for the aircraft registration publication: The Canadian Civil Aircraft Register, and its updating. The register is published by regulation and is used extensively for flight safety purposes, accident investigations, policing and other uses.

Retention and Disposal Standards: Files are retained indefinitely.
PAC# = 80-029

TBS Registration Number: 001044

DOT/P-PU-015

Enforcement

Description: The content of these files includes case histories of individuals not in possession of a Canadian aviation document and foreign nationals who are involved and identified in enforcement activities.

Class of Individuals: Individuals involved and identified in case histories of enforcement.

Purpose: In the development of enforcement policies and procedures, functional supervision and auditing of enforcement activities by regional offices, communication with other federal departments, including the Department of Justice and the RCMP concerning enforcement of Part I of the *Aeronautics Act* and its regulations and various related administrative functions.

Retention and Disposal Standards: Files are retained for five years.
PAC# = 80-029

TBS Registration Number: 001045

DOT/P-PU-020

Civil Aviation Medical Review Board Proceedings

Description: This bank contains a summary of medical information, proficiency data, accident and enforcement data pertinent to the determination of fitness for aviation duties.

Class of Individuals: Restricted to individuals with non-routine medical reports provided for licensing under the *Aeronautics Act*.

Purpose: To ensure consistent application of medical standards to borderline cases from all regions.

Retention and Disposal Standards: Files are retained for ten years.
PAC# = 80-029

TBS Registration Number: 001046

DOT/P-PU-025

Electrocardiographic (ECG) Records

Description: This bank functions as a central repository for electrocardiographic records for licensed aviation personnel. Data includes ECG records with or without interpretation records.

Class of Individuals: Aviation personnel who require ECG's for licensing purposes.

Purpose: Licensing and research.

Retention and Disposal Standards: Files are retained for 75 years.
PAC# = 80-029

TBS Registration Number: 001047

Marine Group

DOT/P-PU-030

Certificates of Competency and Service as Master or Mate

Description: This bank is a record of information on all certificates of competency or service granted in accordance with Section 136 of the *Canada Shipping Act* and to record information on all certificates issued pursuant to Section 237 of the Act. It contains names, dates and places of birth, grades and classes of certificates with any endorsements, places of examination and dates of issue of certificates, for certificates issued to any Canadian or British subject or landed immigrant to Canada who has passed an examination for a certificate of competency as master or mate or obtained any certificate pursuant to Section 232 of the Act.

Class of Individuals: All persons who have made application for, or who hold a certificate of competency or service as master or mate on a Canadian ship.

Purpose: The bank is used to confirm that an individual is qualified to act in any particular capacity; to ascertain if an individual may be named in an exemption and to replace lost certificates.

Retention and Disposal Standards: Files are retained indefinitely.

TBS Registration Number: 001048

DOT/P-PU-035

Certificates of Competency as a Marine Engineer

Description: This bank records information on the issue of marine engineer certificates as required by Section 136 of the *Canada Shipping Act*. It contains dates and places of birth, grades, types, numbers and dates of issuance of the certificate granted for any Canadian or landed immigrant who has passed the appropriate examination and has been granted a marine engineer certificate of competency.

Class of Individuals: Canadian citizens, permanent residents of Canada and citizens of Commonwealth countries who wish to take Canadian Coast Guard marine engineering examinations.

Purpose: The bank is used to ascertain that an individual has been granted a specific marine engineer certificate.

Retention and Disposal Standards: Files are retained indefinitely.
PAC# = 77-018

Related to COR: DOT/MSS-200

TBS Registration Number: 001049

DOT/P-PU-040

Records of Sea Service for Canadian Merchant Seamen

Description: This bank contains individuals' names, dates and places of birth, records of vessels, and periods of service for Merchant Seamen in the Canadian Merchant Navy. The records maintained by the Department of Transport cover the preceding 15-year period together with World War II, 1939 to 1947 and 10 specific ships which operated in the Korean Conflict 1950 to 1953. Public Archives of Canada are now custodians of Transport records for the period 1948 to 1969. Records maintained by the Department of Transport are in constant use.

Class of Individuals: Canadian Merchant Seamen.

Purpose: The purpose of this bank is to record information on Canadian Merchant Seamen in order to provide statements of sea service when required by seamen and other departments.

Retention and Disposal Standards: Files are retained indefinitely.
PAC# = 77-018

Related to COR: DOT/MSS-200

TBS Registration Number: 001050

Canadian Coast Guard

DOT/P-PU-045

Record of Canadian Coast Guard Watchkeeping Certificates and Operations Endorsement

Description: This bank contains names, dates of examination, issue, birth and certificate numbers of Coast Guard watchkeeping certificates of competency and operations endorsements issued by the Canadian Coast Guard.

Class of Individuals: Relates to personnel who have acquired the necessary sea service and have subsequently successfully passed examinations.

Purpose: The purpose of this bank is to record the number of certificates issued to date and to whom they have been issued.

Retention and Disposal Standards: Files are retained indefinitely.
PAC# = 77-018

TBS Registration Number: 001051

DOT/P-PU-050

Record of Canadian Coast Guard Command Certificates

Description: This information forms a register of the Command Certificates of Competency issued by the Canadian Coast Guard. It is maintained under the authority of Canadian Coast Guard Fleet Order No. 22. This file contains names, social insurance numbers, birth dates, date and place of examination, date of issue, names of examiners and certificate numbers issued to date.

Class of Individuals: Personnel who have obtained the qualification, generally middle to senior navigation officers or commanding officers.

Purpose: The bank is a record of the number of Command Certificates issued to date and to whom they have been issued.

Retention and Disposal Standards: Files are retained indefinitely.
PAC# = 77-018

TBS Registration Number: 001052

Administration

DOT/P-PU-060

Staffing

Description: This bank contains unsolicited applications for employment describing personal characteristics and histories of educational and working backgrounds of applicants. Some applications also contain unsolicited performance appraisals.

Class of Individuals: Public servants and the general public.

Purpose: The purpose of this information bank is to maintain a record of candidates seeking employment in the Department. It is used to fill vacant positions in conformity with the *Public Service Employment Act* and Regulations.

Retention and Disposal Standards: Files are retained for two years.
PAC# = 78-001

TBS Registration Number: 001053

DOT/P-PU-065

Access Requests

Description: This bank contains the access request forms sent by individuals requesting access to government information and their files pursuant to the *Access to Information Act* or the *Privacy Act*, the replies to such requests and information related to their processing.

Class of Individuals: General public and government employees

Purpose: This bank is used for processing access requests only and to report on the number of access requests received annually.

Retention and Disposal Standards: Files are kept for two years after latest administrative decision. (Submitted to Archives re retention period under 83-004, July 1985.)
PAC# = 83-004

Related to COR: DOT/DSE-050

TBS Registration Number: 001591

DOT/P-PU-070

Human Rights — Complaints

Description: This bank is under the control of the departmental Human Rights Co-ordinator. The files contain copies of the complaints and indications of the sections of the Act under which the complaints were lodged. Final decisions made by the CHRC are also included. The findings of the investigations conducted by the CHRC are not normally contained in this bank.

Class of Individuals: General public

Purpose: This bank is established to process the complaint and to maintain records of complaints made against the Department of Transport to the Canadian Human Rights Commission (CHRC) and to document the departmental response to the complaint.

Retention and Disposal Standards: Two years.

PAC# = 83-004

Related to COR: DOT/DSE-050

TBS Registration Number: 001592

DOT/P-PU-075

Revenue Accounting and Control

Description: This bank is used for managing Billing and Accounts Receivables Systems to effect cost recovery on behalf of Transport Canada as well as the Receipt and Deposit of Public Money. Related information is maintained to administer these accounting responsibilities.

Class of Individuals: Private sector individuals to whom invoices are issued to record their indebtedness to the Government of Canada.

Purpose: Information is obtained for the billing system, the accounts receivable system, and receipt and deposit of public money.

Retention and Disposal Standards: In accordance with the Government of Canada retention and destruction periods for financial records — six years.

PAC# = 78-001, 83-004

TBS Registration Number: 001593

DOT/P-PU-080

Expenditure Accounts and Control

Description: This bank contains information pertaining to the payment of professional fees, travel and miscellaneous expenses to consultants, personal service contractors under contract with Transport Canada. Also, payment of fellowships, honorarium fees to private sector individuals with whom Transport Canada has entered into an agreement to extend this financial assistance.

Class of Individuals: Private sector individuals under contract/other agreement with Transport Canada for the provision of professional/special services.

Purpose: This bank is used for the payment of invoices and claims submitted by contractors.

Retention and Disposal Standards: The files are preserved for a six year period (in Transport Canada for three years and thereafter sent to Public Archives)

PAC# = 78-001, 83-004

TBS Registration Number: 001594

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to

Privacy Co-ordinator
Transport Canada
26th Floor, C Tower
Place de Ville
Ottawa, Ontario
K1A 0N5
Telephone: (613) 993-6161

PARTICULAR BANKS

DOT/P-PE-801

Personnel Management System

Description: The Department maintains a personnel management information system on positions and employees. Data covers leave and attendance, pay and benefits, official languages, training, and resource utilization. The existing system is being redeveloped to automate pay and leave transactions. The enhanced system will address information requirements for most of the personnel functions.

Class of Individuals: Transport Canada employees.

Purpose: The information is used as a management tool, as well as to interface with central agencies.

Retention and Disposal Standards: Files are retained for five years (subject to review).

PAC# = 78-001

TBS Registration Number: 001073

DOT/P-PE-802

Aptitude Test Validation

Description: This bank contains operational and experimental aptitude test results of candidates hired as trainees and their training progress. This information includes the age, sex and education of these candidates.

Class of Individuals: Potential employees.

Purpose: To assess the validity of various aptitude tests.

Retention and Disposal Standards: Two years after test is superseded.

PAC# = 78-001

TBS Registration Number: 001074

DOT/P-PE-803 *Formerly Identified as:* DOT/P-SE-916

Employee Assistance Program (EAP)

Description: This bank contains confidential information regarding employee's involvement in counselling, source and reason for referral, case chronology, recommendations and referral and client demographics.

Class of Individuals: Transport Canada employees using counselling services.

Purpose: The purpose of this bank is to record information necessary to administer the Employee Assistance Program and effectively respond to client needs.

Consistent Uses: To support decisions regarding employee assistance measures (e.g. referrals, recommendations, follow-up). A global data bank is used to determine general program needs and trends.

Retention and Disposal Standards: The records are destroyed two years following the date of the most recent employee assistance activity.

PAC# = 85-001

TBS Registration Number: 001069

DOT/P-PE-804

Employment Equity — Target Group Self-Identification (New)

Description: This bank is under the control of the departmental Employment Equity Program. The files contain data collected from a departmental self-identification survey for Transport Canada employees. The survey requests that employees volunteer information concerning personal characteristics; name, social insurance number, educational background, and target group status. The information

will be updated annually via inclusion of the survey form with the performance appraisal.
Class of Individuals: Transport Canada Employees.
Purpose: The bank is established to support Employment Equity analysis on the status of target group members in the Department. It will reflect the current status of the employee population and will facilitate the equitable provision of program services to all designated target groups.
Retention and Disposal Standards: Individual files will be retained until the employee leaves the Department.
PAC# = 78-001
TBS Registration Number: 001604

STANDARD BANKS

The following banks are located at headquarters and in the regions, except for DOT/P-SE-909 **Security Clearances** which is located at headquarters only.

DOT/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 001054

DOT/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001055

DOT/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave

and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001056

DOT/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

PAC# = 85-001

TBS Registration Number: 001057

DOT/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results amd certofocates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.

PAC# = 85-001

TBS Registration Number: 001058

DOT/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001059

DOT/P-SE-907

Occupational Health and Safety

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed.

Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.
PAC#85-001
TBS Registration Number: 001060

DOT/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001061

DOT/P-SE-909
Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees and persons otherwise employed by Transport Canada who require access to classified government assets.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001062

DOT/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001063

DOT/P-SE-911
Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 001064

DOT/P-SE-912
Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001065

DOT/P-SE-913
Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

TBS Registration Number: 001066

DOT/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

PAC# = 85-001

TBS Registration Number: 001067

DOT/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

Class of Individuals: Employees of government institutions.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.

Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001068

DOT/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.

PAC# = 85-001

TBS Registration Number: 001070

DOT/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.

PAC# = 85-001

TBS Registration Number: 001071

DOT/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.
Consistent Uses: To support decisions on transfer and discipline of employees.
Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.
PAC# = 85-001
TBS Registration Number: 001072

TREASURY BOARD (SECRETARIAT)

Chapter 101

TREASURY BOARD (SECRETARIAT)

Background

The Treasury Board is a committee of the federal Cabinet. The President of the Treasury Board is the chairman of the committee, and its members include the Minister of Finance and four other ministers who are appointed by the Governor-in-Council. The Board was created by Order-in-Council in 1867 and received statutory approval in 1869. Its secretariat was part of the Department of Finance until 1966, when it became a separate Department.

Overall Responsibilities

The Treasury Board's responsibilities, as set out in the *Financial Administration Act*, include financial management, personnel management and central administration of the Public Service of Canada. It is also responsible for the application of the *Official Languages Act* within the Public Service and serves as the employer for negotiating federal Public Service collective agreements under the *Public Service Staff Relations Act*.

The Treasury Board is served in these functions principally by the Treasury Board of Canada Secretariat, which is divided into six branches: Program, Personnel Policy, Staff Relations, Administrative Policy, Official Languages and Administration. In addition, there are a number of offices — the Office of the Secretary, the Communications Division, the Submission Control Unit, the Bureau of Real Property Management and the Privatization Secretariat.

The secretary is the deputy minister, who directs the work of the Department and advises the President and the Board on all areas concerning the organization and management of the Public Service under the jurisdiction of the Treasury Board. The Office of the Secretary is also responsible for the co-ordination of requests received under the *Access to Information Act* and *Privacy Act* for information held by the Treasury Board Secretariat.

The Communications Division provides the President, the secretary and the six branches with the services, advice and expertise they require in the area of public relations, communications and publishing.

The Submission Control Unit acts as a central clearing point for all submissions received by the Treasury Board. Submissions are departmental requests for program expenditure or administrative, personnel or other authorities that the Treasury Board is empowered to grant. The unit maintains files on past decisions of the Treasury Board.

Access Procedures

Please address any enquiries to

Privacy Co-ordinator
Treasury Board of Canada Secretariat
9th Floor, East Tower, L'Esplanade Laurier
140 O'Connor Street
Ottawa, Ontario
K1A 0R5
Telephone:(613) 957-2420

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

TBS/P-PU-005
Access Requests

This bank contains the requests under the *Access to Information Act* submitted by indiviuals to access records under the control of the Treasury Board of Canada Secretariat, the replies to such requests, and any other information relevant to the processing of the requests. This information relates to individuals requesting access to certain documents or files of the Treasury Board Secretariat. This bank was compiled to maintain records of requests for access to information and to facilitate processing of such requests. The information is used to process requests and for research and statistical purposes. Government retention and disposal standards are under revision.

TBS/P-PU-010
Privacy Act Requests

This bank contains requests under the *Privacy Act* submitted by individuals to access records under the control of the Treasury Board Secretariat, the replies to such requests and any other information relevant to the processing of the requests. This information relates to individuals requesting access to certain documents or files of the Treasury Board Secretariat. This bank was compiled to maintain records of requests for access to personal information and to facilitate the processing of such requests. The information is used to process requests and for research and statistical purposes. Government retention and disposal standards are under revision.

TBS/P-PU-015
Personal Service Contracts

This bank contains the contracts placed, types of services rendered, length of contracts and amount of money expended. The bank contains the contracts and supporting documents. The information relates to individuals hired under personal service contracts by the Treasury Board Secretariat. The purpose of this bank is to provide data on the number of contracts placed, types of contracts rendered, lengths of contracts and amount of money expended. This bank is used for internal reference. It may also be used for statistical research purposes and for planning, implementing and evaluating government policies. Files are retained for six years and then destroyed.

TBS/P-PU-020
Applications for Employment

This bank serves to maintain an inventory of applications from individuals requesting employment with the Treasury Board Secretariat. This information relates to individuals requesting employment with the Treasury Board Secretariat and holds employment applications. The bank is used to review applications of individuals requesting employment with the Treasury Board Secretariat when positions become available. Records are retained for two years and then destroyed.

Classes of Personal Information

Departmental Enquiries

This class contains personal information contained in requests made by, or on behalf of, individuals for interpretation of specific policies, such as administrative, personnel and official languages policies. The information is used to assist in the interpretation of future enquiries. As information is not maintained by individual identifiers but by subject matter and/or department, requestors must provide, in addition to the information requested on the Access Request Form, the subject, the name of the department or agency and the approximate date of the enquiry. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

CENTRAL BANKS

TBS/P-CE-701

Submissions to Treasury Board

This bank contains personal information used for administrative purposes that is included in those submissions made by departments and agencies to the Treasury Board for the purpose of obtaining administrative, personnel or other authorities that the Treasury Board is empowered to grant. This information relates to employees of the Public Service. The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and agencies concerning current or previous employees of a government institution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board.

TBS/P-CE-703

Official Languages Information System (OLIS)

OLIS is a central bank containing information on all established positions and incumbents appointed for indeterminate periods or terms of more than six months in departments and federal agencies. The bank includes information on language requirements of positions, levels of language knowledge, linguistic profile, position classification, language requirements, and the effective date. The information relates to employees listed in Schedule I, Part I of the PSSRA as well as for some other government organizations under a special agreement. This bank has been compiled to provide timely and accurate information for the implementation, control and evaluation of the Official Languages Program in the Public Service. Information is also disclosed for statistical purposes to the Special Groups Identification Survey in order to implement and evaluate government policies relating to affirmative action. There is an interface between the OLIS and the LTM systems of the Official Languages Branch, sharing event- and incumbent-related data. The information is used for reference, research and statistical purposes to monitor the Official Languages Program. Records are retained for 15 years and then destroyed.

TBS/P-CE-704

Language Training Module (LTM)

LTM is a central bank containing information on language training provided to public servants at government expense. Primarily, the bank includes information such as proficiency levels trained to, hours used for language training, employee training entitlement, and type of language training received (whether given by the PSC, a department or private enterprise). The information relates to employees, current and previous, of departments and agencies listed in Schedule I, Part I of the PSSRA as well as some other government organizations under a special agreement. The purpose of this bank is to provide accurate, timely and reliable information to support the implementation and control of that segment of the Official Languages Program that pertains to language training provided to public servants. There is an interface between the Language Training System (LTS) of the Public Service Commission (PSC) and the LTM, (e.g. the PSC updates the LTM with the final training results and status, and the PSC is provided with a training history). An interface also exists between OLIS and the LTM of the Treasury Board. The information is used for reference, research and statistical purposes to monitor the Official Languages Program. Records are retained for 15 years and then destroyed.

TBS/P-CE-705

Personnel Management Information System

The Personnel Management Information System is a composite central system consisting of a number of sub-systems which contain federal employee personnel management data concerned with personnel records, attendance and leave, overtime, pay and benefits, exclusions, training and development, official languages and performance appraisals. Note: As this bank contains only information obtained from federal departments/agencies, requestors are encouraged to access the records in the department/agency where they are employed. Persons wishing to access this bank should refer to sub-systems titled Incumbent System, Exclusion System, Senior Personnel Information System, Leave Without Pay System, Entitlements and Deductions Systems, Extra Duty Reporting System, Leave Reporting System or Training and Development Information System. This information relates to all federal employees for whom the Treasury Board is classed as the employer under the *Public Service Staff Relations Act*. The bank was compiled to provide employer/management with personnel management statistical data in support of Treasury Board's role in collective bargaining with the Public Service unions; and to provide a record of employment for individual employees. This information is used for reference and statistical purposes and for planning, implementing and evaluating government policies. Statistical data is also disclosed to the Special Groups Identification Survey in order to implement and evaluate government policies relating to affirmative action.

TBS/P-CE-706

Special Groups Identification Survey

This survey of the federal Public Service (PSSRA Schedule I, Part I population) permits those individuals who are Métis, Inuit or Indian, disabled persons and/or members of visible minorities, to identify themselves as such. A service-wide census was conducted in April 1985 in order to initialize this central data bank (TBS/P-CE-706). Various methods for keeping the data bank up to date are being considered, such as voluntary self-identification of newly-hired personnel, mandatory self-identification of personnel who access special programs and services for the above-mentioned groups, and small-scale surveys which would ensure that all public servants are resurveyed every four or five years. This information relates to employees of that portion of the federal Public Service covered by the *Public Service Staff Relations Act*, Schedule I, Part I. The bank will be used to identify those members of the Public Service who are Métis, Inuit or Indian, disabled persons, and/or members of visible minorities for analysis purposes. The bank facilitates comparison of their representation in the Public Service to their presence in the population. The bank will also be used to analyze and monitor the situation and progress of the survey target populations, as compared to the rest of the Public Service, in terms of regional and occupational distribution, training, mobility, etc. These comparisons will be made on a regular basis in order to determine the effectiveness of affirmative action and special programs and to identify areas of possible improvement. Self-identification status and personal identification from the survey are matched, using the provided personal identification, to other files, such as the Incumbent File, other appropriate files of the Personnel Management Information System (PMIS), the Training and Development System (TDIS), the Official Languages System (OLIS) (all from the Treasury Board Secretariat), and the Quarterly Statistics File and the Appointment Information Management System, both from the Public Service Commission. The bank contains data extracted from the survey form, such as the social insurance number and status of the particular individual. The bank will be matched by common identifier (the social insurance number) to the above-mentioned files in order to obtain information relating to age, sex, occupational group, subgroup and level, years of service, salary, etc., so that tabulations can be produced in support of analysis as described above. If a respondent has not reported his/her social insurance number, it is entered for statistical purposes only. The bank acquires information from other banks, but no disclosure of personal information is made from this bank that could reasonably be expected to identify the individual to whom it relates. An individual requesting to access his/her registered special groups identification status should provide the social insurance number in order to guarantee response to the request. Retention period for this information is to be established.

TBS/P-CE-707

Classification Grievances

Description: This bank contains information on all aspects of grievances such as job descriptions, organization charts, classification action forms, grievance decisions any any supporting documentation.
Class of Individuals: All federal employees for whom Treasury Board is classed as the employer under the *Public Service Staff Relations Act*, who have presented a classification grievance.
Purpose: To maintain records of all classification grievances both delegated to departments and non-delegated.
Consistent Uses: The information is used in precedent cases and as a check to ensure that the final and binding nature of the classification grievance decision is respected.
Retention and Disposal Standards: Records are retained for 10 years and then destroyed.
PAC# = 78-020
Related to COR: TBS/PPB-415
TBS Registration Number: 001134

TBS/P-CE-708

Adjudication

The bank contains information on grievances referred to adjudication for which a PSSRB decision has been received. This information relates to all federal employees (Schedule 1, Part 1, PSSRA) who have referred their grievances to adjudication. The purpose of this bank is to maintain a record of adjudication decisions along with the related grievances and also to provide background information for research purposes. Records are retained for 10 years after which a 10 percent sample will be transferred to the Public Archives for retention, and the rest destroyed.

TBS/P-CE-709

Adjudication — Section 98 (PSSRA) References

The bank contains information on Section 98 references by the employer or bargaining agents and the PSSRB decisions. This information relates to all federal employees (Schedule 1, Part 1, PSSRA) about whom references have been submitted. The purpose of this bank is to maintain records of references made by the employer or bargaining agents, pursuant to the *Public Service Staff Relations Act*, who are seeking to enforce an obligation that is alleged to arise out of the collective agreement or arbitral award. It is used to provide background information for research purposes. Records are retained for 10 years after which a 10 percent sample will be transferred to the Public Archives for retention and the rest destroyed.

TBS/P-CE-710

Certification

This bank contains records of bargaining unit and bargaining agent certification under the *Public Service Staff Relations Act*. This information relates to all employees of the Public Service (Schedule 1, Part 1, PSSRA) governed by the collective bargaining process. The purpose of this bank is to maintain an accurate record of each bargaining agent's certification within the bounds of Schedule I, Part 1, of the *Public Service Staff Relations Act*, as well as a record of employee exclusions. The bank includes information on the Public Service Staff Relations Board's decision, the bargaining agent's application, the intervenor's position, the exclusion lists and the employer's representations. It is also used to provide background for research purposes. Records are retained for 25 years after which a 10 percent sample will be transferred to the Public Archives for retention and the rest destroyed.

TBS/P-CE-711

Complaints by Bargaining Agents

The bank contains representations made by bargaining agents and decisions of the PSSRB. This information relates to all federal employees (Schedule 1, Part 1, PSSRA) on whose behalf complaints have been submitted. The purpose of this bank is to maintain records of complaints made by bargaining agents on behalf of individuals pursuant to the *Public Service Staff Relations Act*. Information is used to provide background information for research purposes. Records are retained for 10 years after which a 10 percent sample will be transferred to the Public Archives and the rest destroyed.

TBS/P-CE-712

Grievances

The bank contains information on grievances referred to adjudication which were withdrawn by the grievors. This information relates to all federal employees (Schedule 1, Part 1, PSSRA) who have referred their grievances to adjudication. The purpose of this bank is to maintain records of grievances that were submitted for adjudication but were withdrawn, thereby rendering an adjudication decision unnecessary. The information is also used to provide background information for research purposes. Records are retained for five years after which a 10% sample will be transferred to the Public Archives for retention and the rest destroyed.

TBS/P-CE-713

Official Languages Training Assignment Program (New)

Description: Contains applications and supporting information of employees involved in the administration and/or management of the Official Languages Program in organizations — Departments, Crown Corporations and their subsidiaries — who are subject to the provisions of the *Official Languages Act*, for their participation in a training assignment program.
Class of Individuals: Employees who work in the administration and/or management of the Official Languages Program in organizations subject to the provisions of the *Official Languages Act*.
Purpose: To register employees who work throughout departments and organizations in the administration and/or management of the Official Languages Program for consideration in training assignments in other organizations.
Consistent Uses: Organizations forward applications and supporting documentation of employees interested in training assignments to the Official Languages Branch. The Official Languages Branch uses the

information to identify applicants suitable for referral to organizations which have corresponding training assignments available.

Retention and Disposal Standards: Two years after completion of this type of training undertaken by an employee, records are destroyed.

Related to COR: TBS/OLB-260

TBS Registration Number: 001586

TBS/P-CE-714

Exclusion System (New)

This bank contains individual federal employee personnel management data relating to exclusions. The information relates to all federal employees for whom the Treasury Board is classed as the employer under the *Public Service Staff Relations Act*. The main purpose of this system is to provide the Staff Relations Branch of the Treasury Board Secretariat with information on position and incumbent for monitoring the exclusion process. This system is used to monitor the exclusion process and records proposals for exclusion, changes to the exclusion status and final decisions. It is also used for research and statistical purposes.

TBS/P-CE-715

Senior Personnel Information System (New)

This bank contains personnel management data on senior managers within the public service. The information relates to all federal employees in the management category and/or equivalent for whom the Treasury Board is classed as the employer under the *Public Service Staff Relations Act*. The purpose of this system is to supply information and to provide the means of carrying out staffing, monitoring and analysis of programs in the areas of classification, appointments, compensation and performance appraisal of senior personnel in the public service, as well as to establish and control complement levels for each department. It is used to provide senior personnel information for the monitoring and analysis of classification, appointments, compensation and performance appraisal. It is also used for research and statistical purposes.

TBS/P-CE-716

Entitlements and Deductions System (New)

This bank contains individual federal employee personnel management data relating to pay and benefits. The information relates to all federal employees for whom the Treasury Board is classed as the employer under the *Public Service Staff Relations Act*. The purpose of this system is to provide entitlement data for the Treasury Board Secretariat's Compensation Comparability Program. This system is used to cost union demands for pay and benefits, to monitor the application of special entitlements, for research and development and to administer various insurance and medical plans.

TBS/P-CE-717

Extra Duty Reporting System (New)

This bank contains individual federal employee personnel management data relating to overtime. The information relates to all federal employees for whom the Treasury Board is classed as the employer under the *Public Service Staff Relations Act*. This system provides the Treasury Board Secretariat with information to be used in collective bargaining and for decision-making on personnel policy and human resources matters. This system is used for research and statistical purposes.

TBS/P-CE-718

Leave Reporting System (New)

This bank contains individual federal employee personnel management data relating to attendance and leave. The information relates to all federal employees for whom the Treasury Board is classed as the employer under the *Public Service Staff Relations Act*. This system provides data on leave information for the detailed costing of union demands, for compensation comparability, research and analysis and for administration of the Sick Leave Administrative Program. This bank is used for collective bargaining, research and statistical purposes.

TBS/P-CE-719

Training and Development Information Systems (TDIS) (New)

This bank contains individual federal employee personnel management data relating to training and development. The information relates to all federal employees for whom the Treasury Board is classed as the employer under the *Public Service Staff Relations Act*. The purpose of this system is to provide information for administrative purposes on the operations, management and costs of training for both departments and central agencies to allow for more effective training and human resource utilization and development. This system is used to monitor and evaluate the application of the Public Service training program and administration by departments. It is also used for statistical research purposes and for planning, implementing and evaluating government policies.

TBS/P-CE-720

Leave Without Pay System (New)

This bank contains individual federal employee personnel management data relating to leave without pay. The information relates to all federal employees for whom the Treasury Board is classed as the employer under the *Public Service Staff Relations Act*. The purpose of this system is to evaluate the characteristics of usage and employer costs of Leave Without Pay provisions which are granted or negotiated for employees of departments and agencies. It is used to monitor and analyze the application of Leave Without Pay policies and provisions by departments. It is also used for research and statistical purposes.

TBS/P-CE-721

Enlargement of Time to Present a Grievance (New)

Description: The bank contains information on employees requesting an enlargement of time to present their grievances.

Class of Individuals: Federal employees (Schedule 1, Part 1, *Public Service Staff Relations Act*) who are requesting an enlargement of time to present their grievances.

Purpose: The purpose of this bank is to maintain records of employees who have requested an enlargement of time to present their grievances.

Consistent Uses: The information in this bank is used for reference and to provide background information for research purposes.

Retention and Disposal Standards: Records are retained for 5 years after which a 10 percent sample will be transferred to Public Archives for retention and the rest will be destroyed.

PAC# = 69-003 (Amendment 11)

Related to COR: TBS/SRB-470; 440

TBS Registration Number: 001744

TBS/P-CE-722

Management Category Voluntary Early Retirement Incentive Program (New)

This bank contains information on the nature, purpose and eligibility requirements of the program, and departmental take-up reports showing the positions vacated and the amounts of incentive allowance paid to participants in the program. The information relates to members of the Management Category classified at levels SM to EX 5 who retired from the Public Service under the provisions of the Voluntary Retirement Incentive Program. The purpose of the bank is to maintain information on the names and composition of the take-up group and the costs associated with the incentive program. It is also used to administer the prohibition on both re-hiring through appointment and contracting for the services of former public servants who received a lump sum retirement incentive allowance, and to track the human resource impacts of the program.

TBS/P-CE-723

Incumbent System (New)

This bank contains individual federal employee personnel management data relating to personnel matters. The information relates to all federal employees for whom the Treasury Board is classed as the employer under the *Public Service Staff Relations Act*. The system provides information of a statistical nature in support of human resources planning, mobility studies and general personnel management which includes collective bargaining, compensation analysis, personnel policies formulation, classification studies, Parliamentary Inquiries, systems in the Personnel Management Information System. This system is the prime source of incumbent data for Treasury Board Secretariat users and a principal source for use by the Public Service Commission. This bank is also used for statistical research purposes and for planning, implementing, evaluating and monitoring government policies.

PARTICULAR BANKS

TBS/P-PE-801

Travel and Relocation and Other Expenses

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries and correspondence concerning travel, relocation or postings of employees, as well as information pertaining to any payment made to an employee such as reimbursement of training costs, hospitality, petty cash, membership fees, conference registration fees and other miscellaneous payments.
Class of Individuals: Employees of the Treasury Board Secretariat.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation, and postings of government employees, as well as reimbursement payments to employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances, claims and employee and other miscellaneous payments.
Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
Related to COR: TBS/APB-80; APB-90
TBS Registration Number: 001135

TBS/P-PE-802

Exemplary Service Awards (New)

Description: The bank includes information on Treasury Board Secretariat employees who have been nominated for awards under the Secretariat's Exemplary Service Awards, including completed recommendation forms and other supporting data.
Class of Individuals: All employees of the Treasury Board Secretariat who have been nominated for awards under the Exemplary Service Awards plan.
Purpose: The purpose of this bank is to maintain a record of individuals who have been nominated for awards under the Secretariat's Exemplary Service Awards plan.
Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds and awards.
Retention and Disposal Standards: Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 25 years then destroyed.
TBS Registration Number: 001581

STANDARD BANKS

TBS/P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year

and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 001136

TBS/P-SE-902
Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001137

TBS/P-SE-903
Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001138

TBS/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 001139

TBS/P-SE-905
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
TBS Registration Number: 001140

TBS/P-SE-906
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge

examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001141

TBS/P-SE-909
Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.
Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001142

TBS/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001143

TBS/P-SE-911
Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 001144

TBS/P-SE-912
Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001145

TBS/P-SE-914
Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Records are destroyed two years after the permit expires.
PAC# = 85-001
TBS Registration Number: 001146

TBS/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.
Class of Individuals: Employees of government institutions.
Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.
Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
*TBS Registration Number:*001147

TBS/P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 001148

TBS/P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.
Class of Individuals: Departmental employees.
Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act,* Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.
Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 001149

TBS/P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.
Consistent Uses: To support decisions on transfer and discipline of employees.
Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.
PAC# = 85-001
TBS Registration Number: 001150

TBS/P-SE-920 *Formerly Identified as:* TBS/P-CE-702

Incentive Awards

Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or practiced suggestions for improvement of Public Service operations and completed recommendation reports concerning either the Merit Award or the Suggestion Award.

Class of Individuals: Public servants who have been nominated for awards under the federal government's Incentive Awards Plan.

Purpose: To identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan.

Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursement of funds.

Retention and Disposal Standards: Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed, and precedent setting files for 25 years then destroyed.

PAC# = 76-016 (amendment)

Related to COR: TSB/APB-110

TBS Registration Number: 001133

DEPARTMENT OF VETERANS AFFAIRS

Chapter 102

DEPARTMENT OF VETERANS AFFAIRS

Background

More than 600,000 Canadian men and women served in the First World War. Of these, 66,655 gave their lives and approximately 173,000 were wounded. In addition, 1,649 Newfoundlanders died in that war. In the Second World War, more than one million Canadians served their country. Of these, over 44,000 were killed and approximately 55,000 wounded. There were 714 fatalities from Newfoundland forces. During the Korean War, more than 26,000 Canadians served with the United Nations Peacekeeping Force: 516 died, 1,200 were wounded. In 1986, the Canadian veteran population is approximately 650,500 male and 31,100 female veterans.

Names of Canadians who were killed in these wars and also the Boer War are recorded in the Books of Remembrance. The original volumes, including the Newfoundland Book of Remembrance, are open to public view in the Peace Tower on Parliament Hill in Ottawa. Copies are retained in every province.

Overall Responsibilities

The Portfolio's mission is to manage special programs for veterans and other specified persons to compensate for deaths suffered and disabilities incurred in the service of Canada, or enable them to be self-sufficient and participative members of the community, and to otherwise perpetuate recognition of wartime sacrifice and its contribution to Canada.

The purpose of some of the original rehabilitation programs, such as re-establishment credits, was successfully fulfilled and they were phased out. Portfolio responsibilities continue to include the administration of pensions and war veterans allowances, medical treatment, counselling, advocacy and educational assistance to children of the war dead, as well as commemoration of those who served their country during wartime.

Today, most veterans are approaching the end of their working life, and programs such as the Veterans Independence Program (VIP) are being tailored to meet their needs as they approach old age.

Organization

The Veterans Affairs Portfolio consists of the Department of Veterans Affairs and four associated agencies, namely the Canadian Pension Commission, the Pension Review Board, the Bureau of Pensions Advocates and the War Veterans Allowance Board, which all report to Parliament through the Minister of Veterans Affairs.

The Department of Veterans Affairs has three operational branches: Pensions, Health and Social Programs; Field Operations; and Veterans Land Administration.

The Department of Veterans Affairs was created by an Act of Parliament in 1944. Previously the care of veterans had been the responsibility of the Military Hospitals Commission, the Department of Soldiers Civil Re-Establishment (created during the First World War) and then the Department of Pensions and National Health, established in 1928.

Towards the end of the Second World War, the Department of Veterans Affairs was formed to oversee expanded rehabilitation programs. The Canadian Pension Commission was formed in 1933 as the successor to the Board of Pension Commissioners that had been in operation since 1919. The War Veterans Allowance Board was established in 1936, when it replaced the War Veterans Allowance Committee. The Pension Review Board and the Bureau of Pensions Advocates were both created in 1971 as a result of amendments to the *Pension Act*.

Personal information contained in the Department of Veterans Affairs personal information banks is used by all components of the Portfolio.

Access Procedures

Requests for personal information under the *Privacy Act* should be addressed to

Access to Information and Privacy Co-ordinator Portfolio
Veterans Affairs
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9
Telephone: (902) 566-8567

Pensions, Health and Social Programs Branch

The Pensions, Health and Social Programs Branch administers a broad range of economic, medical and social services benefits to qualified veterans and special categories of civilians, and their families. Pensions are paid to veterans for death and disability related to military service. Additional pension is available for the veteran's dependants, and pension may be paid to dependants after the pensioner's death. Allowances for exceptional incapacity, attendance and clothing are also provided. Similar awards for death or disability are available to persons who served in the Second World War in certain types of employment closely associated with the Armed Forces, such as in the Merchant Marine or the Auxiliary Forces. Compensation is also provided to former prisoners of war, evaders, escapees and their dependants and to certain persons injured in the Halifax explosion of 1917.

War Veterans Allowance and Civilian War Allowance are income support benefits intended to ensure that family incomes do not fall below a level provided for under legislation. Assistance Fund grants are available to allowance recipients to meet emergency needs. Pensioned orphans of veterans or members of the armed forces are eligible for financial assistance to pursue post secondary education.

Medical, surgical and dental treatment, including special equipment and long-term care, are provided to eligible veterans and other qualified persons. Miscellaneous allowance benefits are payable in certain circumstances under the Veterans Treatment and Veterans Care Regulations.

Field Operations Branch

The Field Operations Branch is responsible for the delivery of services and benefits to veterans in all regions and districts, and operation of the departmental hospital at Sainte-Anne-de-Bellevue, the veterans homes in Senneville, Ottawa and Saskatoon, and other domiciliary care units. The branch is also also responsible for public affairs, corporate planning, support for the Minister and and Deputy Minister and liaison with central agencies.

Veterans Land Administration

The Veterans Land Administration (VLA) manages property purchase agreements between the director, VLA, and veterans and their heirs. More than 140,000 veterans have been settled under the *Veterans Land Act* since its inception nearly 35 years ago. The final lending deadline was March 31, 1977.

Pension Review Board

This agency acts as an appeal tribunal for applicants who are dissatisfied with decisions of the Canadian Pension Commission. It is the final authority on matters of pension entitlement, the amount of money to be awarded, and the interpretation of pension legislation and regulations.

Canadian Pension Commission

The Canadian Pension Commission adjudicates claims under the *Pension Act*for death and disability that are a result of military service. It is also responsible for hearing appeals on former decisions of Entitlement Boards and Assessment Boards regarding pensions. The Commission awards additional pension benefits on behalf of dependants, and upon a pensioner's death, to eligible survivors. In addition, the Commission adjudicates on pension claims under various other acts, orders and regulations, such as the*Royal Canadian Mounted Police Superannuation and Pension Continuation Act*,the *Halifax Relief Commission Pension Continuation Act*, the *Compensation for Former Prisoners of War Act*, and the *Flying Accidents Compensation Regulations*.It also authorizes monetary grants which accompany certain gallantry awards and administers trust funds established by private individuals for for the benefit of veterans.

War Veterans Allowance Board

The War Veterans Allowance Board acts as a court of appeal for dissatisfied War Veterans Allowance and Civilian War Allowance applicants and recipients. It reviews decisions of departmental adjudicators to ensure that adjudication is consistent with the intent of the legislation and is uniformly applied throughout Canada. The board adjudicates pursuant to specific sections of the legislation where it has sole jurisdiction, provides interpretation of the Acts and regulations, and advises the Minister on the regulations.

Bureau of Pensions Advocates

The Bureau of Pensions Advocates provides a free legal service to applicants and pensioners under the *Pension Act*. It assists veterans in preparing applications for pensions and in applying for changes in the amount of pension previously awarded. Bureau lawyers also represent veterans at hearings held under the *Pension Act* and the *War Veterans Allowance Act*.

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Pensions, Health and Social Programs Branch

VAC/P-PU-005

Counselling, Rehabilitation, Sheltered Employment, Burial and Trust Fund Benefits, Estates Information

This bank contains personal information concerning counselling, rehabilitation, sheltered employment opportunities, burial benefits, trust fund assistance and estate information. The purpose of this bank is to provide, under the *Veterans Affairs Act*, the Vetcraft Shops Regulations, the Veterans Burial Regulations, the Guardianship of Veterans Property Regulations, the Veterans Estates Regulations, the *Army Benevolent Fund Act* and the *Veterans Rehabilitation Act*, details concerning the counselling, rehabilitation, sheltered employment opportunities, burial benefits, trust fund assistance and estate information pertaining to certain former members of the armed forces who served in World Wars I, II and/or the United Nations operations in Korea. Information in this bank is occasionally provided to the Public Trustee/Estate Administrator for administration of estates, or to funeral directors for payment purposes.

VAC/P-PU-010

Educational Assistance

The information in this bank concerns educational assistance available to eligible veterans and their dependants. The purpose of this bank is to provide, under the *Veterans Rehabilitation Act*, *Children of the War Dead (Educational Assistance) Act*, Children of the War Dead (Educational Assistance) Regulations, and the Pensioners Training Regulations details relating to educational assistance available to persons who served in the armed forces and their dependants.

VAC/P-PU-015

Immediate Post-Discharge Benefits

The purpose of this bank is to provide, under the *War Service Grants Act* and Regulations, re-establishment credit details relating to the immediate post-discharge benefits available to persons who served in the armed forces and paramilitary bodies in World War II and/or the United Nations operations in Korea.

VAC/P-PU-020

Health Services (Non-pension Related)

This bank contains information on health care benefits provided to veterans and other qualified individuals for illness or non-pensionable disability. This information relates to persons who served in the armed forces during World Wars I, II and/or the U.N. operations in Korea, members of certain civilian organizations during World War II and other persons who have received treatment in a departmental hospital. The purpose of this bank is to provide, under the *Veterans Affairs Act*, Veterans Treatment Regulations and Veterans Care Regulations, information on health benefits provided to war veterans and other qualified persons for illness or disability not related to any pensionable disability. Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; to qualified medical practitioners, health professionsals, or social agencies established or accredited by federal or provincial law to adequately provide a health or social service needed by the individual; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to members of Parliament acting in the interest of the individual.

VAC/P-PU-025

Payment of Short Term Allowances

This bank contains information about short term allowances payable to eligible veterans. The purpose of this bank is to provide, under the *Veterans Affairs Act*, information concerning the payment of short term allowances for service in World War II and/or the U.N. operations in Korea, during periods of unemployment, temporary incapacity and while awaiting returns from business.

VAC/P-PU-030

Treatment of a Pensioned Condition

This bank contains information on treatment benefits for a pensionable disability. This information relates to those persons who hold entitlement to a disability pension as a result of a decision of the Canadian Pension Commission or the Pension Review Board. The purpose of this bank is to provide, under the *Veterans Affairs Act* and the Veterans Treatment Regulations, information concerning medical treatment and related benefits for a pensionable disability resulting from service in the armed forces, in specified civilian organizations and, in the case of a federal government employee, for a disability resulting from an accident during a non-scheduled air flight. Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; to qualified medical practitioners, health professionals or social agencies established or accredited by federal or provincial law to provide adequately a health or social service needed by the individual; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to members of Parliament acting in the interest of the individual. Some information may be given to the administration of foreign governments for the purpose of administering treatment for a pensioned condition, if the individual concerned resides in a foreign country.

VAC/P-PU-035

Veterans Life Insurance

This bank contains information required for the provision and administration of veterans life insurance. The purpose of this bank is to provide, under the *Veterans Insurance Act*, the Veterans Insurance Regulations and the *Returned Soldiers Insurance Act*, information required in administering estates and identifying eligible veterans or certain civilian personnel or widows of veterans who contracted for life insurance under the provisions of the Acts listed above. Information in this bank is shared with insurance beneficiaries and with the administrator/executor of the estate of the deceased for the purpose of administering estates. It may also be shared with the Department of Insurance and with the Québec Ministry of Finance for federal and provincial taxation purposes.

VAC/P-PU-040

War Veterans Allowance/Civilian War Allowances

This bank contains information concerning the payment of War Veterans Allowance and Civilian War Allowance. This information relates to those persons who served in the armed forces and as members of paramilitary bodies during World War I, II and/or the United Nations operations in Korea. The authorization for this bank comes under the *War Veterans Allowance Act*, Veterans Allowance Regulations, *Civilian War Pensions and Allowances Act* Part XI and Civilian Allowance Regulations. Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; to qualified medical practitioners, health professionals or social agencies established or accredited by federal or provincial law to adequately provide a health or social service needed by the individual; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to members of Parliament acting in the interest of the individual.

VAC/P-PU-045

Assistance Fund

This bank contains information on the provision of single cash grants to persons who meet the eligibility criteria and who require a grant to meet an extreme emergency situation. This information relates only to those persons who are in receipt of the War Veterans Allowance or Civilian War Allowance. The purpose of this bank is to provide information concerning the payment of single cash grants. The authorization for this bank comes under the *Department of Veterans Affairs Act*, Assistance Fund Regulations and *War Veterans Allowance Act*. Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; to qualified medical practitioners, health professionals or social agencies established or accredited by federal or provincial law to provide adequately a health or social service needed by the individual; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to members of Parliament acting in the interest of the individual.

VAC/P-PU-050

Pensions Under the Halifax Relief Commission Pension Continuation Act

This bank contains personal, medical and social characteristics of those individuals whose injuries were registered with the Halifax Relief Commission following the explosion of December 6, 1917. The purpose is to maintain a record of persons injured in the Halifax explosion in order to administer pension payments and consider claims for pensions under the *Halifax Relief Commission Pension Continuation Act*.

VAC/P-PU-055

Pensions and Compensation

The data in this bank may be held in written or recorded form and include addresses, personal characteristics, regimental numbers, pension numbers, summaries of service medical records, information on dependants, application for benefits, records of hearings, decisions at all levels of adjudication, benefits awarded and related correspondence of the individuals concerned. These individuals are those who have served in any of the Canadian Forces (or, in some cases, Allied Forces) and certain civilians defined in the Acts mentioned below, and their dependants. The purpose of the bank is to retain the documents required for making decisions on pensions, compensation and grants for applicants under the *Pension Act*, *Compensation for Former Prisoners of War Act*, Flying Accident Compensation Regulations, *Civilian War Pensions and Allowances Act*, Gallantry Gratuity and Annuity Order and the *RCMP Superannuation and Pension Continuation Acts*. Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; to qualified medical practitioners, health professionals, or social agencies established or accredited by federal or provincial law to provide adequately a health or social service needed by the individual; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to members of Parliament acting in the interest of the individual. Where a pension recipient is residing in a foreign country, the information in this bank may also be given to the administration of foreign governments for the purpose of administering pensions. In addition, it is used occasionally to support other claims of a similar nature.

VAC/P-PU-056

Veterans Independence Program (New)

This bank contains information about the services and benefits relating to healthy, independent living provided to individual veterans through the Veterans Independence Program. This information relates to persons who served in the Armed Forces during the First and Second World Wars and the United Nations operations in Korea who are eligible for services and benefits under the Veterans Independence Program. The purpose of this bank is to provide, under the *Veterans Affairs Act* and *Veterans Care Regulations*, information on benefits and services provided to war veterans in order to assist them to remain healthy and independent in their own homes or communities. Medical information is shared with health care professionals contracted by Veterans Affairs to provide medical services under the Veterans Independence Program.

Veterans Land Administration (VLA)

VAC/P-PU-060

Eligibility, Property Purchase and Sale, and Construction

Data in this bank include veterans' applications, inter-office memoranda, owners' offers to sell, legal documentation and correspondence regarding acquisition of title, veterans' agreements of sale, and construction contracts and related documentation. The information relates to veterans established under the *Soldier Settlement Act* and the *Veterans Land Act*. The purpose of this bank is to provide, under the *Soldier Settlement Act* and the *Veterans Land Act* and Regulations, details concerning the eligibility of a veteran for financial assistance, the appraisal and acquisition of property and the improvement thereon of existing buildings and/or construction of new buildings and the agreements of sale covering resale of such properties to the veteran purchaser.

VAC/P-PU-065

Property Sales and Other Dispositions

Data in this bank include legal documents, survey plans and descriptions, authority for dispositions, such as Orders-in-Council or Ministerial approval and, where applicable, tendering documentation as well as correspondence and inter-office memoranda. The information relates to veterans established under the *Soldier Settlement Act* and the *Veterans Land Act*. The purpose of this bank is to provide information on sales, granting of easements, gas and oil leases, rights of way, etc. related to properties acquired by the director under the *Veterans Land Act* and Regulations.

VAC/P-PU-070

Contractual Obligations

Data in this bank include correspondence, internal memoranda, reports, as well as absentee and recission documentation. The information relates to veterans established under the *Veterans Land Act*. The purpose of this bank is to monitor, under the *Veterans Land Act* and Regulations, payments, taxes, insurance, property maintenance and the residence or operation, as per the contractual agreement made between the veteran and the director.

VAC/P-PU-075

Devolution of Estates

Data in this bank include legal and other correspondence, inter-office memoranda and reports as well as Surrogate or Probate Court documents. Information relates to the estates of deceased veterans who were established under the *Soldier Settlement Act* and the *Veterans Land Act*. The purpose of this bank is to identify, under the *Veterans Land Act* and Regulations, those individuals entitled to inherit the agreement of sale of the deceased veteran. Information in this bank may be given to the public trustee or estate administrator for the purposes of estate administration.

VAC/P-PU-080

Pension Review Board Appeals

This bank was established to store material relating to appeals made to the Pension Review Board and the disposition thereof. It contains correspondence, notices, documentary evidence, submissions, medical information and decisions, all related to the consideration and disposition of appeals filed before the Pension Review Board. The information relates to individuals who have served in any of the Canadian Forces (or, in some cases, Allied Forces), certain civilians defined in the Acts mentioned below and their dependants. The purpose of this bank is to provide the Pension Review Board with pertinent information to assist in the disposition of appeals against decisions of the Canadian Pension Commission made under the *Pension Act*, the *Civilian War Pensions and Allowances Act*, *Compensation for Former Prisoners of War Act*, Flying Accident Compensation Regulations, Gallantry Gratuity and Annuity Order and the *RCMP Superannuation and Pension Continuation Acts*. Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; to qualified medical practitioners, health professionals, or social agencies established or accredited by federal or provincial law to provide adequately a health or social service needed by the individual; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to members of the Parliament of Canada acting in the interest of the individual. The information is also used occasionally to support other claims of a similar nature.

Directorate of Information Systems

VAC/P-PU-085

Client Database

This is a computerized data bank containing information relating to veterans, their spouses and dependants, and other clients who were or are now in receipt of benefits. Data include names, addresses, service numbers, benefits received and additional information required to provide service to the client. The information relates to veterans, their spouses and dependants who were or are now in receipt of benefits payable under the *War Veterans Allowance Act*, the *Civilian War Pensions and Allowances Act* and/or the *Pension Act*. The databases are maintained to assist Veterans Affairs in responding effectively to client needs. Information in this bank is shared with Supply and Services Canada for cheque issuance purposes and occasionally with the Auditor General's Office for audit purposes.

Bureau of Pensions Advocates

VAC/P-PU-090

Legal Services for Pension Applicants and Allowance Apellants

The bank contains correspondence, notices, documentary evidence, submissions, forms relating to the initiation of claims, the searching of records, the identification of evidence, the counselling of applicants and the preparation and presentation of claims to the Canadian Pension Commission, entitlement boards of the Commission and the Pension Review Board. Some items of information in this bank are subject to solicitor-client privilege, under Section 11.1(2) of the *Pension Act*. The material is used for the preparation and presentation of claims. The class of individuals to whom the personal information bank relates is: Veterans of World War I, World War II, the Korean War, Members of the Royal Canadian Mounted Police, members of the Canadian Armed Forces and their widows and dependants. The purpose of this bank is to provide information used by the Bureau in providing free legal service to persons seeking to establish claims under the *Pension Act*, the *Civilian War Pensions and Allowances Act*, *Compensation for Former Prisoners of War Act*, *War Veterans Allowance Act*, Flying Accident Compensation Regulations, Gallantry Gratuity and Annuity Order and the *RCMP Superannuation and Pension Continuation Acts*. Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; to qualified medical practitioners, health professionals, or social agencies established or accredited by federal or provincial law to provide adequately a health or social service needed by the individual; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to members of the Parliament of Canada acting in the interest of the individual. The information is also used occasionally to support other claims of a similar nature.

War Veterans Allowance Board

VAC/P-PU-095
Individual Case Summaries

Data in this bank include a person's name, service number, reason for application to the Board and a summary of the pertinent facts of the case, including options for the Board's consideration. The personal information contained in this bank relates to individuals who are dissatisfied with the decisions of the departmental adjudicators made under the *War Veterans Allowance Act* and the *Civilian War Pensions and Allowances Act*, Part XI. The purpose of this bank is to retain all case summaries, prepared by the staff of the Board to summarize the facts of each appeal, for reference purposes.

VAC/P-PU-100
Personal Information Request Data Bank

This bank contains personal information request forms and letters sent by individuals requesting access to their files under the *Privacy Act*, as well as correspondence, requests for extensions and advisory notes concerning exemptions under the Act. The information relates to Canadians who have applied to Veterans Affairs under the *Privacy Act* during the past two years to receive copies of or to view their personal records. The purpose of this bank is to process personal information requests, and to make such statistical reports as are required by the legislation.

Classes of Personal Information

In the course of conducting the programs and activities of the Department of Veterans Affairs and the associated agencies, namely the Canadian Pension Commission, the War Veterans Allowance Board, the Bureau of Pensions Advocates and the Pension Review Board, categories of personal information may be accumulated which are not contained in specific information banks described in this entry.

Such information includes enquiries, complaints and general correspondence stored as part of the general subject files and not retrievable by any personal identifier. This form of personal information is normally retrievable by means of specific information such as subject and/or date of communication. The retention periods associated with this information are consistent with those associated with the general subject files wherein they are stored.

In addition, the Access to Information and Privacy Co-ordinator maintains a file containing requests for access under paragraph 8(2)(e) of the *Privacy Act* for the use of the Privacy Commissioner.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The Department of Veterans Affairs, the Pension Review Board, the War Veterans Allowance Board, the Bureau of Pensions Advocates and the Canadian Pension Commission are grouped together in the employee information banks section, as they share common personnel and administrative services.

Please address requests for formal access to

Access to Information and Privacy Co-ordinator
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9

STANDARD BANKS

The following banks are located at headquarters and in the regions.

VAC/P-SE-901
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks.

The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of Public Archives. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the Public Archives of Canada.
PAC# = 85-001
TBS Registration Number: 001560

VAC/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001561

VAC/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001562

VAC/P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.
PAC# = 85-001
TBS Registration Number: 001563

VAC/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to provide documentation for the

administration of training and development programs within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.

PAC# = 85-001

TBS Registration Number: 001564

VAC/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001565

VAC/P-SE-907

Occupational Health and Safety

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's health and safety program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, related correspondence and the supervisor's Accident Investigation Report, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.

PAC# = 85-001

TBS Registration Number: 001566

VAC/P-SE-908

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.

Consistent Uses: To determine liability for such accidents and to approve damage settlements.

Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001567

VAC/P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of employees. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for government employees whose position requires a security classification; to determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001568

VAC/P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001569

VAC/P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where employee was found guilty of misconduct and three years for cases where employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

PAC# = 85-001

TBS Registration Number: 001570

VAC/P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001571

VAC/P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. settled.

PAC# = 85-001

TBS Registration Number: 001572

VAC/P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

PAC# = 85-001

TBS Registration Number: 001573

VAC/P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

Class of Individuals: Employees of government institutions.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance.

This impacts on a current public officer's ability to deal with the former public servant.
Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001574

VAC/P-SE-916
Employee Assistance
Description: This bank contains confidential information relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical confidential status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001575

VAC/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.
PAC# = 85-001
TBS Registration Number: 001576

VAC/P-SE-918
Affirmative Action Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.
Class of Individuals: Departmental employees.
Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.
Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to affirmative action.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 001577

VAC/P-SE-919
Personal Harassment
Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.
Consistent Uses: To support decisions on transfer and discipline of employees.
Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.
PAC# = 85-001
TBS Registration Number: 001578

YUKON TERRITORY WATER BOARD

Chapter 103

YUKON TERRITORY WATER BOARD

Overall Responsibilities

The Yukon Territory Water Board is a nine member quasi-judicial body appointed by and responsible to the Minister of Indian Affairs and Northern Development. Its responsibility is to manage and protect the Yukon's surface and sub-surface water resources.

Water Use Licences are issued for hard rock mining, hydropower generation, municipal use in some cases, placer gold mining and other industrial purposes. A licence application received by the Board is reviewed at a public hearing which is advertised in the Canada Gazette and the local newspapers. At the hearing, the applicant presents his case before the Board; in addition, members of the public who have submitted a written Notice of Intention to Intervene before the hearing, may present arguments for or against the issuance of a licence to the applicant.

If no intervenors come forward before the date set for the public hearing, it may be cancelled. The Board considers the application without public input, and a licence is either issued or denied. A licence drafted by the Board generally contains terms and conditions which reflect a balance between protection of the water resources and their exploitation as proposed by the applicant. The licence is then sent to the Minister whose signature renders it legally effective.

The Regional Manager Water Resources, Yukon Region, Department of Indian Affairs and Northern Development enforces the terms and conditions of Water Use Licences. The manager and his staff also serve as technical advisors to the Board.

Access Procedures

Formal requests under the *Privacy Act* should be addressed to

Chairman
Yukon Territory Water Board
200-4114 Fourth Avenue
Whitehorse, Yukon
Y1A 4N7
Telephone: (403) 668-4884

V. CROSS-REFERENCE INDEX OF NEW AND FORMER IDENTIFIERS

PERSONAL INFORMATION BANKS CROSS-REFERENCE

1985 Number	1986 Number
ASW/P-SE-915	ASW/P-PE-801
CCC/P-SE-915	CCC/P-PE-801
CIT/P-SE-915	CIT/P-PE-801
DCL/P-SE-915	DCL/P-PE-801
DFO/P-PU-050	DFO/P-PU-090
DND/P-PE-860	DND/P-PU-050
DOT/P-SE-916	DOT/P-PE-803
EDC/P-SE-915	EDC/P-PE-910
FCC/P-SE-915	FCC/P-PE-801
FIR/P-SE-901	ICA/P-SE-901
FIR/P-SE-902	ICA/P-SE-902
FIR/P-SE-903	ICA/P-SE-903
FIR/P-SE-904	ICA/P-SE-904
FIR/P-SE-905	ICA/P-SE-905
FIR/P-SE-906	ICA/P-SE-906
FIR/P-SE-907	ICA/P-SE-907
FIR/P-SE-908	ICA/P-SE-908
FIR/P-SE-909	ICA/P-SE-909
FIR/P-SE-910	ICA/P-SE-910
FIR/P-SE-911	ICA/P-SE-911
FIR/P-SE-912	ICA/P-SE-912
FIR/P-SE-913	ICA/P-SE-913
FIR/P-SE-914	ICA/P-SE-914
FIR/P-SE-915	ICA/P-SE-915
FIR/P-SE-916	ICA/P-SE-916
FIR/P-SE-917	ICA/P-SE-917
FIR/P-SE-918	ICA/P-SE-918
FIR/P-SE-919	ICA/P-SE-919
NCP/P-SE-915	NCP/P-PE-801
NLC/P-PU-025	NLC/P-PU-005
NRC/P-PU-020	NRC/P-PU-026
NRC/P-PU-025	NRC/P-PU-026
NRC/P-SE-915	NRC/P-SE-801
OHS/P-SE-915	OHS/P-PE-801
PSC/P-CE-727	PSC/P-CE-751
PSC/P-CE-729	PSC/P-CE-751
PSC/P-CE-733	PSC/P-CE-751
PSC/P-PU-060	PSC/P-PU-145
PSC/P-PU-070	PSC/P-PU-145
PSC/P-PU-080	PSC/P-PU-145
RCM/P-SE-915	RCM/P-PE-802
SCC/P-SE-915	SCC/P-PE-801
SHR/P-SE-915	SHR/P-PE-801
SRB/P-SE-915	SRB/P-SE-801
TBS/P-CE-702	TBS/P-SE-920

1985 Number	1986 Number